



Association of Writers  
& Writing Programs  
Hynes Convention Center  
Boston, MA  
March 6-9, 2013

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **Association of Writers & Writing Programs Conference & Bookfair**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's AWP 2013 Customer Service Representative at [cscolorado@brede.com](mailto:cscolorado@brede.com) and by phone at 303.399.8600.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

# Brede



# Brede

EXPOSITION SERVICES

**Brede  
Customer  
Service**

- 303.399.8600 Fax 303.321.8694 e-mail: [cscolorado@brede.com](mailto:cscolorado@brede.com)
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

**Show  
Management**

- AWP Associate Director of Conferences
- 703.993.4189 (phone) / 703.993.4302 (fax)
- [bookfair@awpwriter.org](mailto:bookfair@awpwriter.org)

**Booths**

Each 10' x 10' booth includes:

- 8' high back wall - Light Blue & White
- 3' high side drape - Light Blue
- (2) 6' x 30" draped tables - White
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number
- Up to 100 pounds of Material Handling \*\*

Drape Colors: Light Blue &amp; White

Aisle Carpet Color: Grey

Each 4' x 7' table package includes:

- 3' high back wall - Light Blue
- (1) 6' x 30" draped table - White
- (2) folding chairs
- (1) waste basket
- (1) one-line table ID sign with table number
- Up to 100 pounds of Material Handling \*\*

**The exhibit hall is not carpeted.** Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the Carpet form.

\*\*Each shipment will be counted individually and a 200 pound minimum will apply. The first 100 pounds or less (if the shipment is less of the first shipment shall constitute the 'up to 100 pounds of Material Handling comped', and thereafter 100 pounds worth of material handling (or more if the shipment is greater than 200 pounds) will be charged to make up the 200 pound minimum per shipment.

**Material  
Handling**
**Advance to Warehouse**
Late to warehouse charges apply after: **February 27, 2013**

TO: Exhibiting Company Name and Booth #  
 FOR: Association of Writers & Writing Programs Conference  
 Brede Exposition Services  
 c/o YRC Freight  
 95 Concord Street  
 N. Reading, MA 01864

**Direct to Show Site**
Do not deliver prior to: **March 6, 2013**

TO: Exhibiting Company Name and Booth #  
 FOR: Association of Writers & Writing Programs Conference  
 c/o Brede Exposition Services  
 Hynes Convention Center  
 via Cambria Street loading dock  
 900 Boylston Street  
 Boston, MA 02115

**Exhibitor  
Schedule**

<b>Exhibitor Move-in:</b>	Wednesday	March 6, 2013	12:00 PM	—	5:30 PM
	Thursday to Saturday		7:30 AM	—	8:30 AM
<b>Show Hours:</b>	Thursday	March 7, 2013	8:30 AM	—	6:00 PM
	Friday	March 8, 2013	8:30 AM	—	6:00 PM
	Saturday	March 9, 2013	8:30 AM	—	6:00 PM
<b>Exhibitor Move-out:</b>	Saturday	March 9, 2013	6:00 PM	—	7:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **6:00 PM on Saturday, March 9, 2013.**

- For utilities and additional services, please contact the individual suppliers using the enclosed order forms.

[Find more on Brede.com](#)**phone** 303.399.8600**fax** 303.321.8694**e-mail** [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES

**Information  
Form**

Please make your show site representative aware of the following policies.

**Important  
Deadlines**

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.
 

Carpet and furnishings rentals Custom exhibits rentals Labor orders	<b>February 20, 2013</b> <b>February 20, 2013</b> <b>February 20, 2013</b>
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- Freight received at the warehouse after the deadline will incur an additional charge.
 

<b>Advance shipments to warehouse to arrive by:</b> <b>Shipments to show site to arrive no sooner than:</b>	<b>February 27, 2013</b> <b>March 6, 2013</b>
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[Add to my calendar](#)**Payment  
Policies**

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

**Cancellations  
&  
Adjustments**

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

**Tax  
Exemption**

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

**Third Party  
Payment  
Billing**

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

**Miscellaneous**

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

[Find more on Brede.com](#)

phone 303.399.8600  
 fax 303.321.8694  
 e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES

**Required  
Form***This form must accompany any completed order form(s) submitted to Brede.**Payment Method must be completed to process orders.**Orders received without full payment or credit card information will not be processed.***Advance Order Discount Deadline: February 20, 2013**[Add to my calendar](#)**Order  
Summary**

<i>Carpet</i>	\$ _____
<i>Tables &amp; Accessories</i>	\$ _____
<i>AWP Display Options</i>	\$ _____
<i>Radius Rentals</i>	\$ _____
<i>Brede Rental Exhibits</i>	\$ _____
<i>Material Handling</i>	\$ _____
<i>Labor</i>	\$ _____
<i>Forklift</i>	\$ _____
<i>Hanging Sign</i>	\$ _____
<i>Graphics</i>	\$ _____
<b>Total Due \$</b>	_____

**Payment  
Method**

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

 Third Party Payer Tax Exempt  
*include certificate*Our Federal ID #  
84-1182654 Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

 Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **AWP 2013** and booth number on all payments.

Check Number \_\_\_\_\_

Dated \_\_\_\_\_

Amount \_\_\_\_\_

**Exhibiting  
Company**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:****by mail** Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA      **by fax** 303.321.8694**Order Summary / Payment Method**



EXPOSITION SERVICES

**Required  
Form**

This form must accompany any completed order form(s) submitted to Brede. A credit card must be on file prior to the delivery of any goods or services. Orders received without full payment or credit card information will not be processed.

**Terms**

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

**Credit  
Card**

*I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$25.00 service charge will be added.*

 Third Party Payer

Cardholder's name (please print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

VISA MC AMEX

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EXP

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Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



EXPOSITION SERVICES

**Order  
Form**

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.

Enter the Carpet Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: February 20, 2013**[Add to my calendar](#)[Find more on Brede.com](#)**Standard  
Carpeting****Select from Standard Colors** (if no color is selected, show colors will prevail.) Black Blue Teal Gold Burgundy Red Plum Grey Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 194.50	\$ 252.75	\$ _____
_____	20' Carpet	\$ 389.00	\$ 505.50	\$ _____
_____	30' Carpet	\$ 583.50	\$ 758.25	\$ _____
_____	40' Carpet	\$ 778.00	\$ 1011.00	\$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft.	\$ 6.25 per sq. ft.	\$ 8.00 per sq. ft.
		(100 sq. ft. minimum)		

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

**Options**

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.75 per sq. ft.	\$ 2.25 per sq. ft.	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ 1.25 per sq. ft.	\$ 1.65 per sq. ft.	\$ _____

**Plush  
Custom  
Carpeting****Select from Custom Colors** Charcoal White Blue Mist Jade Grey Pearl French Beige Red Emerald Black Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft.	\$ 7.00 per sq. ft.	\$ 9.00 per sq. ft.	\$ _____
		(100 sq. ft. minimum)			

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

**Important  
Notes**

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

**Calculate****Subtotal** \$ \_\_\_\_\_

6.25% MA Tax \$ \_\_\_\_\_

**Carpet Total** \$ \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Carpet



EXPOSITION SERVICES

**Order  
Form**

Submit this form if you wish to rent tables, risers or furnishings from Brede.  
 Enter the Table & Accessories Total below on Order Summary / Payment form.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: February 20, 2013**[Add to my calendar](#)[Find more on Brede.com](#)**Tables**

Qty	Item	Advance	Standard	Subtotal
_____	30" High Display Tables (includes white vinyl top, 3 side drape)	_____	_____	_____
_____	2' x 2' draped table	\$ 105.50	\$ 137.00	\$ _____
_____	4' x 2' draped table	\$ 131.50	\$ 180.00	\$ _____
_____	6' x 2' draped table	\$ 160.00	\$ 208.00	\$ _____
_____	8' x 2' draped table	\$ 188.50	\$ 245.00	\$ _____
_____	4th side drape	\$ 55.00	\$ 71.50	\$ _____
_____	2' x 2' undraped table	\$ 61.50	\$ 80.00	\$ _____
_____	4' x 2' undraped table	\$ 85.00	\$ 110.50	\$ _____
_____	6' x 2' undraped table	\$ 99.50	\$ 129.25	\$ _____
_____	8' x 2' undraped table	\$ 113.25	\$ 147.25	\$ _____
_____	42" High Display Tables (includes white vinyl top, 3 side drape)	_____	_____	_____
_____	2' x 2' draped table	\$ 143.75	\$ 186.75	\$ _____
_____	4' x 2' draped table	\$ 166.25	\$ 216.00	\$ _____
_____	6' x 2' draped table	\$ 202.00	\$ 262.50	\$ _____
_____	8' x 2' draped table	\$ 225.50	\$ 293.00	\$ _____
_____	4th side drape	\$ 64.50	\$ 83.75	\$ _____
_____	2' x 2' undraped table	\$ 85.25	\$ 110.75	\$ _____
_____	4' x 2' undraped table	\$ 104.25	\$ 135.50	\$ _____
_____	6' x 2' undraped table	\$ 118.25	\$ 153.75	\$ _____
_____	8' x 2' undraped table	\$ 129.50	\$ 168.25	\$ _____
_____	12" Tabletop Risers (includes white vinyl top)	_____	_____	_____
_____	4' x 12" draped riser	\$ 76.75	\$ 99.75	\$ _____
_____	6' x 12" draped riser	\$ 88.50	\$ 115.00	\$ _____

# Brede

## EXPOSITION SERVICES

**Order Form**

Submit this form if you wish to order display options from Brede.

Enter the Innovation Showcase Option total below on the Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: February 20, 2013**



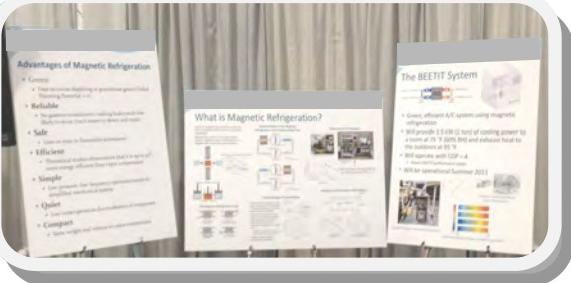
[Add to my calendar](#)



[Find more on Brede.com](#)

**Floor Easel**

Qty	Item	Advance	Standard	Subtotal
—	Floor Easel	\$ 31.50	\$ 41.00	\$ _____

**Foamcore**

Qty	Item	Advance	Standard	Subtotal
—	2' x 3' Foamcore	\$ 15.00	\$ 19.50	\$ _____
—	2' x 4' Foamcore	\$ 17.50	\$ 22.50	\$ _____
—	4' x 8' Foamcore	\$ 20.00	\$ 26.00	\$ _____

**Tackboard**

Qty	Item	Advance	Standard	Subtotal
—	Tackboard	\$ 211.50	\$ 275.00	\$ _____

**Important Notes**

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

**Calculate**

Subtotal \$ \_\_\_\_\_

6.25% MA Tax \$ \_\_\_\_\_

**Table Total** \$ \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

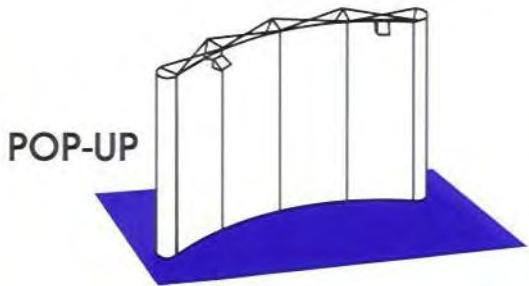
Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

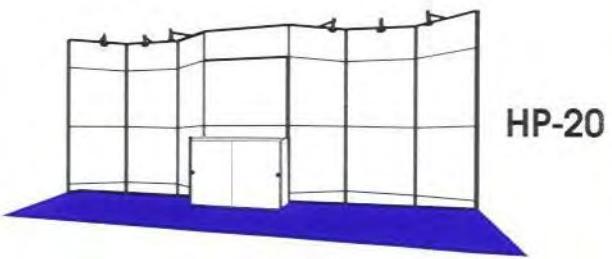
by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

AWP Display Options

*Dress up your Presentations with...*

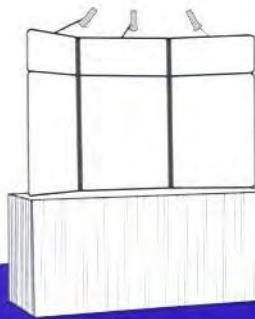


POP-UP

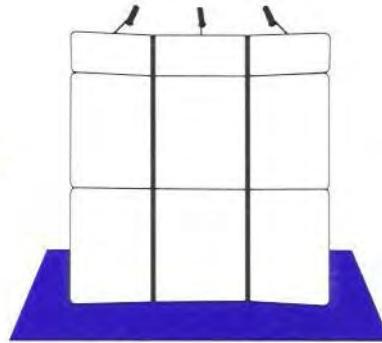


HP-20

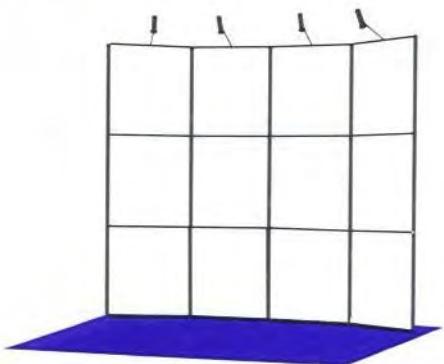
**radius<sup>®</sup>**  
*Rentals*



FS TABLE TOP



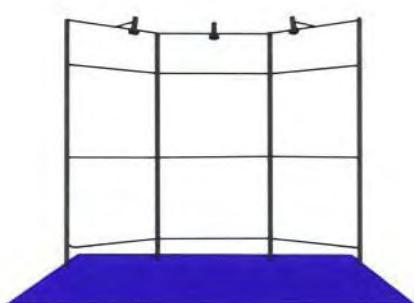
FS FULL UNIT



PS



VP



HP



BAY



EXPOSITION SERVICES

**Order  
Form**

Submit this form if you wish to enhance your exhibit by renting additional display items.

Enter the Radius Rentals Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: February 20, 2013**[Add to my calendar](#)

<b>Qty</b>	<b>Item</b>	<b>Color</b>	<b>Advance</b>	<b>Standard</b>	<b>Subtotal</b>
_____	Pop-Up Unit with Lights	Grey	\$ 920.00	\$ 1,196.00	\$ _____
_____	HP-20 Unit with Lights	Charcoal/Silver	\$ 2,434.00	\$ 3,164.00	\$ _____
_____	FS Table Top Unit with Lights	Charcoal/Silver or Blue/Silver	\$ 514.00	\$ 668.00	\$ _____
_____	FS Full Unit with Lights	Charcoal/Silver or Blue/Silver	\$ 622.00	\$ 809.00	\$ _____
_____	PS Unit with Lights	Charcoal/Silver, Wine/Platinum, or Blue	\$ 1,048.50	\$ 1,363.00	\$ _____
_____	VP Unit with Lights	Black/Silver or Blue	\$ 1,125.00	\$ 1,462.50	\$ _____
_____	HP Unit with Lights	Blue/Silver	\$ 1,071.00	\$ 1,392.50	\$ _____
_____	Bay Unit with Lights	Charcoal/Silver	\$ 1,298.00	\$ 1,687.50	\$ _____

- Rental includes set-up and dismantle.
- Table not included in rental.
- All orders are subject to availability.

**Important Notes**

- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

**Calculate****Subtotal** \$ \_\_\_\_\_**6.25% MA Tax** \$ \_\_\_\_\_**Radius Total** \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:****by mail** Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA      **by fax** 303.321.8694

Radius Rentals



Plan A

# B RENTAL EXHIBITS D E



Plan B



Plan C



Plan D

## --- Plan A --- 10' N-Line

Hardwall Panels • Carpet  
Side Chair (1) • Counter (1)  
Shelves (2) • Header  
Labor to Install and Dismantle

## --- Plan B --- 20' N-Line

Hardwall Panels • Carpet  
Side Chairs (2) • Counter (1)  
Shelves (4) • Header  
Labor to Install and Dismantle

## --- Plan C --- 20' N-Line

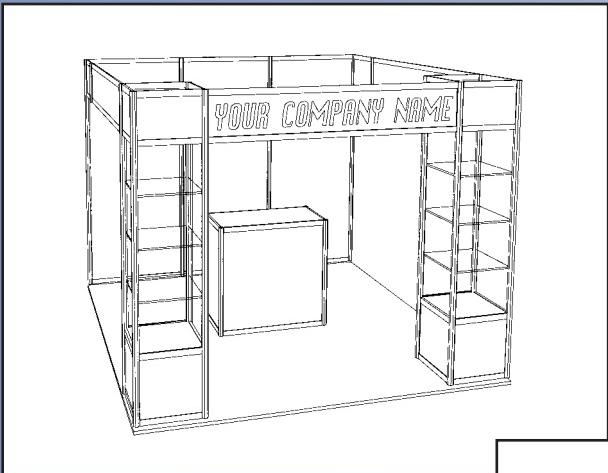
Hardwall Panels  
Upgraded Curved Returns  
Upgraded Curved Header  
Carpet • Side Chairs (2)  
Counter (1) • Shelves (4)  
Labor to Install and Dismantle

## --- Plan D --- 20' X 20' Island

Hardwall Panels • Carpet  
Counters (2) • Headers (4)  
Labor to Install and Dismantle  
(Floral not included)

# Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

**Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.**

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.



Call our experienced professionals for an innovative and customized approach.

Custom \kəs-təm\adj 1: made or performed according to personal order  
2: specializing in custom work or operation

**Brede** EXPOSITION SERVICES



EXPOSITION SERVICES

Order  
Form

Submit this form if you wish to rent a hardwall exhibit from Brede.

Please contact Brede if you would like to inquire about our Custom Rental Exhibits.

Enter the Rental Exhibits Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 20, 2013

[Add to my calendar](#)**Exhibits**

Qty	Item	Advance	Standard	Subtotal
-----	------	---------	----------	----------

**White Hardwall Panels**

Plan A—10' exhibit	\$ 2,535.25	\$ 3,066.00	\$ _____
Plan B—20' exhibit	\$ 4,842.75	\$ 5,856.00	\$ _____
Plan C—20' exhibit	\$ 5,526.50	\$ 6,683.00	\$ _____
Plan D—20'x20' exhibit	\$ 9,242.00	\$ 12,023.00	\$ _____

**Color Hardwall Panels (with Choice of Color)**

Plan A—10' exhibit	\$ 2,848.75	\$ 3,445.00	\$ _____
Plan B—20' exhibit	\$ 5,526.50	\$ 6,683.00	\$ _____
Plan C—20' exhibit	\$ 6,267.25	\$ 7,579.00	\$ _____
Plan D—20'x20' exhibit	\$ 9,856.75	\$ 12,699.00	\$ _____

**Velcro Compatible Panels (with Choice of Color)**

Plan A—10' exhibit	\$ 3,190.50	\$ 3,858.00	\$ _____
Plan B—20' exhibit	\$ 6,067.75	\$ 7,338.00	\$ _____
Plan C—20' exhibit	\$ 6,894.00	\$ 8,338.00	\$ _____
Plan D—20'x20' exhibit	\$ 10,825.50	\$ 13,091.00	\$ _____

**Color Options****Select Panel Color (Hardwall Color/Velcro Panels)**

Black     Blue     Grey

**Select Carpet Color**

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Red	<input type="checkbox"/> Plum
<input type="checkbox"/> Grey	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Forest Green

Exhibits and panel colors are subject to availability.

Please call to ensure colors and units desired are available.

**Additional Options**

Qty	Item	Advance	Standard	Subtotal
	Standard Counter 18"x39"x40"	\$ 337.00	\$ 413.00	\$ _____
	Adjustable Shelves	\$ 59.00	\$ 71.50	\$ _____
	Spot Lights (use w/ rental only)	\$ 53.00	\$ 64.00	\$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

**Includes:**

- Standard expo carpeting with your choice of color (see options)
- Material handling (for rental exhibits where Brede is the official show contractor)
- Standard counter—18" x 39" x 40"
- Labor to install and dismantle exhibit
- **Header**—One line with black block letters

**HEADER COPY (Please print clearly):**

(logos, color, &amp; special lettering available at an additional cost. Call for quote.)

**Important Notes**

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

**Calculate**

Subtotal \$ \_\_\_\_\_

6.25% MA Tax \$ \_\_\_\_\_

**Est. Total** \$ \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number
_____

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Brede Rental Exhibits

# Custom Exhibit Rentals



20' x 60' Island



10' x 10' Inline

**Brede**  
EXPOSITION SERVICES



20' x 50' Island



10' x 40' Inline



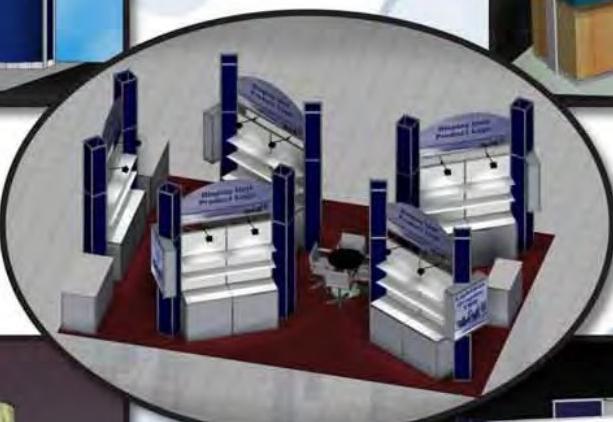
10' x 10' Inline



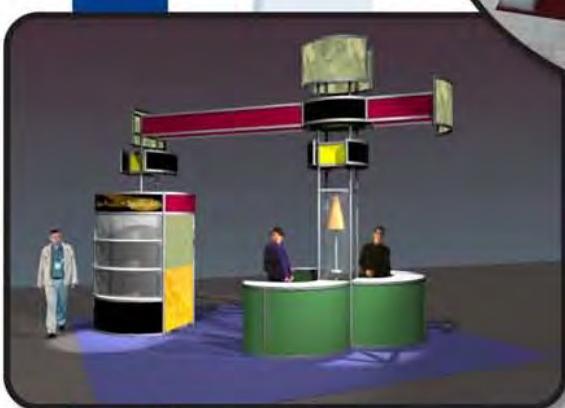
40' x 40' Island  
with 2 Story Deck



20' x 20' Island



20' x 30' Peninsula



20' x 20' Island



40' x 40' Island

# Turn-Key Custom Exhibit Rental Portfolio



EXPOSITION SERVICES


**Order  
Form**

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

**Advance Order Discount Deadline: February 20, 2013**
[Add to my calendar](#)
**Why  
Choose  
Custom?**

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

**Custom  
Order  
Details**

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

**Marketing Objectives** Please describe your goals for exhibiting at Association of Writers & Writing Programs Conference:

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**Exhibit Requirements**

- |   |  |  |   |   |
|---|--|--|---|---|
| <input type="checkbox"/> Reception Area | <input type="checkbox"/> Focal Point     | <input type="checkbox"/> Literature Access       | <input type="checkbox"/> Theater            | <input type="checkbox"/> Interactive Kiosks |
| <input type="checkbox"/> Seating        | <input type="checkbox"/> Work Stations   | <input type="checkbox"/> Hospitality             | <input type="checkbox"/> Interactive Kiosks |   |
| <input type="checkbox"/> Lead Retrieval | <input type="checkbox"/> Conference Area | <input type="checkbox"/> Live Presentation Stage | <input type="checkbox"/> Product Display    | (please describe product & requirements)    |

Pantone Colors: \_\_\_\_\_

Corporate Website : \_\_\_\_\_

**Budget Guidelines**

Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? \_\_\_\_\_

Does the budget include graphics?  Yes  No
**Important  
Notes**

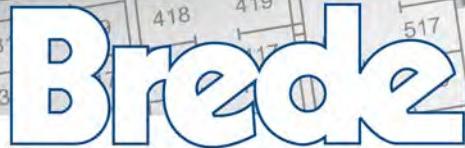
- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



EXPOSITION SERVICES

Information  
Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

## Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
  2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
  3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
  4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
  5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
  6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
  7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
  8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
  9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
  10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
  11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
  12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
  13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
  15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
  16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
  17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Vertical blue text: Limits of Liability

[Find more on Brede.com](#)

phone 303.399.8600  
 fax 303.321.8694  
 e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES

**Information  
Form**

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

**Advance Shipments to the Warehouse****Deadlines  
and Info**

- Receiving begins **30 days prior to exhibitor move-in**.
- Shipments received at the warehouse after **February 27, 2013** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

**Advantages**

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

**Advance Warehouse Rates**

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

**Rates  
Include**

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

**Crated or  
Skidded**

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special  
Handling**

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

**Small  
Package**

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

[Find more on Brede.com](#)

**phone** 303.399.8600  
**fax** 303.321.8694  
**e-mail** [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES

**Information  
Form**

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

**Direct Shipments to Show Site****Deadlines  
and Info**

- Do not ship to the facility prior to **March 6, 2013**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

**Direct to Show Site Rates**

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

**Rates  
Include**

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

**Crated or  
Skidded**

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special  
Handling**

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

**Uncrated,  
Unskidded, or  
Wrapped**

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

**Small  
Package**

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

**Overtime Charges****Inbound**

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

**Outbound**

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

[Find more on Brede.com](#)

**phone** 303.399.8600  
**fax** 303.321.8694  
**e-mail** [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES


**Information  
Form**

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

## Material Handling Documentation

**Inbound  
Bill of Lading**

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether or not outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

**Advance  
Warehouse  
Shipping  
Address**

TO: Exhibiting Company Name and Booth #  
 FOR: AWP 2013  
 Brede Exposition Services  
 c/o YRC Freight  
 95 Concord Street  
 N. Reading, MA 01864

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by February 27, 2013 to avoid late charges.**

**Direct to  
Show site  
Shipping  
Address**

TO: Exhibiting Company Name and Booth #  
 FOR: AWP 2013  
 c/o Brede Exposition Services  
 Hynes Convention Center  
 900 Boylston Street  
 via Cambria Street loading dock  
 Boston, MA 02115

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than March 6, 2013 during move-in hours.**

**Empty  
Containers,  
Labels**

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

**Outbound  
Bill of Lading**

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

[Find more on Brede.com](#)

**phone** 303.399.8600  
**fax** 303.321.8694  
**e-mail** [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES

**Order  
Form**

Submit this form if you will be shipping materials to the advance warehouse or show site.

Use the rates and calculator below to estimate your material handling charges.

Enter the Material Handling Estimate below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Material Handling Rate Schedule**

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

**Material Handling Rate**

Rates below include any applicable OT charges per 100 lbs

Description	200 lb minimum charge
Advance to Warehouse: Crated	\$132.25
Direct to Show site: Crated	\$126.50
Advance to Warehouse: Special Handling	\$165.50
Direct to Show site: Special Handling	\$162.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$198.50
Advance to Warehouse/Direct to Show site: Small Packages	\$45.00 each

**Additional Services**

Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after February 27, 2013 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$27.00 per 100 lbs.
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Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$160.00 round trip
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Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.	
---	--

**Calculate Estimated Material Handling Charges**Select:  Advanced  Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
				X	= \$	
				X	= \$	
				X	= \$	
Transfer this total to the Order Summary / Payment form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						<b>TOTAL</b> \$

Show Site Contact Name \_\_\_\_\_

Show Site Phone \_\_\_\_\_

Booth Number \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

**COMPLETE and SUBMIT this form:****by mail** Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA      **by fax** 303.321.8694

Material Handling Rates



EXPOSITION SERVICES

**Information  
Form**

*In addition to the specific information provided on the previous pages, below is a brief overview to assist in choosing your best method of delivering materials to your booth. Material Handling Charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the next hundred, with a 200 lb. minimum charge per shipment.*

**Material Handling Options****AWP Booth****Package MH  
Allowance**

\*\*Each shipment will be counted individually and a 200 pound minimum will apply. The first 100 pounds or less (if the shipment is less) of the first shipment shall constitute the 'up to 100 pounds of Material Handling comped', and thereafter 100 pounds worth of material handling (or more if the shipment is greater than 200 pounds) will be charged to make up the 200 pound minimum per shipment.

**Shipping  
to  
Warehouse**

Fill out and attach enclosed Advance Shipping labels. Complete the enclosed Material Handling Rates Form. Remember to confirm receipt of your shipment prior to leaving for the show. Your shipment will be delivered to your booth prior to your arrival.

<b>Crated Materials</b>	\$132.25 per CWT
<b>Special Handling Materials</b>	\$165.50 per CWT

**Shipping  
Direct to  
Show Site**

Fill out and attach enclosed Direct Shipping labels. Complete the enclosed Material Handling Rates Form. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours; make sure your carrier is committed to meeting your target dates and times. Your shipment will be delivered to your booth upon arrival.

<b>Crated Materials</b>	\$126.50 per CWT
<b>Special Handling Materials</b>	\$162.50 per CWT
<b>Uncrated Materials</b>	\$198.50 per CWT

**Small Packages  
(Warehouse  
and  
Show Site  
Deliveries  
Accepted)**

Maximum weight is 25 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Your shipment will be delivered to your booth.

<b>Small Packages (up to 25 lbs. per shipment)</b>	\$45.00 each
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**POV**

- A POV is defined as a personally owned vehicle, such as cars, vans, station wagons, SUVs, and pick-ups. Pick-ups with trailers attached also may not exceed 24' in length. Tractor trailers are not considered POVs.
- POVs must be able to be loaded/unloaded within 20 minutes of positioning at the designated dock area. The **20 minute maximum** is strictly enforced by venue security.
- POVs must be loaded/unloaded by hand without the use of forklifts or special equipment.

**\*\*\*Note: All rates listed are inclusive of any applicable overtime charges.\*\*\***

[Find more on Brede.com](http://Find more on Brede.com)

**phone** 303.399.8600  
**fax** 303.321.8694  
**e-mail** [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES

**Information  
Form**

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

**Money-Saving Tips****In General**

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays.  
Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

**Consolidate  
Your Shipment**

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$132.25 per CWT = \$264.50
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$132.25 per CWT = \$264.50
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$132.25 per CWT = \$264.50

**TOTAL cost of three shipments arriving separately: \$793.50*****OR***

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$132.25 per CWT = \$264.50

**TOTAL cost of one consolidated shipment: \$264.50   Savings of \$529.00.**

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

**Material Handling Tips**[Find more on Brede.com](#)

**phone** 303.399.8600  
**fax** 303.321.8694  
**e-mail** [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES



Information  
Form

Please make your show site representative aware of the following move-in policy.



## All exhibitor move-in is restricted to the Hynes Convention Center loading dock.

No exhibitors will be allowed access with any move-in materials via the Boylston Street or Prudential Mall Entrance.

Exhibitor Move-in Information



[Find more on Brede.com](#)



phone 303.399.8600  
fax 303.321.8694  
e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC Freight  
95 Concord Street  
N. Reading, MA 01864

**Association of Writers & Writing  
Programs Conference**

Hynes Convention Center  
Boston, MA  
March 6-9, 2013

*Exhibitor*

*Booth*

**Late to warehouse charges apply after:  
February 27, 2013**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC Freight  
95 Concord Street  
N. Reading, MA 01864

**Association of Writers & Writing  
Programs Conference**

Hynes Convention Center  
Boston, MA  
March 6-9, 2013

*Exhibitor*

*Booth*

**Late to warehouse charges apply after:  
February 27, 2013**

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

**Important notes: Warehouse is not temperature controlled.**

**Hazardous materials will not be accepted at the warehouse.**

# DIRECT TO SHOW SITE

## EXHIBIT MATERIAL

*Rush to:*

**Brede** EXPOSITION SERVICES

Hynes Convention Center

900 Boylston Street

via Cambria Street loading dock

Boston, MA 02115

### ***Association of Writers & Writing Programs Conference***

Hynes Convention Center  
Boston, MA  
March 6-9, 2013

*Exhibitor*

*Booth*

*Do not deliver prior to:  
March 6, 2013*

# DIRECT TO SHOW SITE

## EXHIBIT MATERIAL

*Rush to:*

**Brede** EXPOSITION SERVICES

Hynes Convention Center

900 Boylston Street

via Cambria Street loading dock

Boston, MA 02115

### ***Association of Writers & Writing Programs Conference***

Hynes Convention Center  
Boston, MA  
March 6-9, 2013

*Exhibitor*

*Booth*

*Do not deliver prior to:  
March 6, 2013*

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

***Important note: Hazardous materials will not be accepted at show site.***



EXPOSITION SERVICES



**Order Form** Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

**Requests must be submitted by: February 20, 2013**

### Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

### Outbound Shipping Information

To: \_\_\_\_\_  
 Consigned to (Ship to): \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Destination (Street Address): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Method

#### Ground

YRC       Other Ground \_\_\_\_\_

#### Air

YRC       Other Air \_\_\_\_\_  Next Day     2nd Day     Deferred

### Freight Charges Guaranteed By

Company/Exhibitor: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Permanent Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Shipping Labels Request

### Label Request

# of Shipping Labels Requested: \_\_\_\_\_

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA      by fax 303.321.8694

Bill of Lading & Labels Request



# Exhibit Services

## Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on [my.yrc.com](http://my.yrc.com), and gain online control of your shipment from start to finish.

**Be Confident. It's a YRC Delivery.™**

## The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.\*** Be confident your booth will arrive on time with YRC.

## Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

## Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

\* Subject to applicable tariffs and Rules and Conditions publications.

[yrc.com](http://yrc.com) | 800.531.EXPO (3976)  
[exhibit.services@yrcw.com](mailto:exhibit.services@yrcw.com)





EXPOSITION SERVICES

**Information  
Form**

**Information Form** These definitions are provided in order to acquaint you with specific guidelines for labor. Trade shows, conventions, and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition

**Material  
Handling**

Exhibitors are allowed to perform their own drayage, provided that their freight is delivered in their privately owned vehicle (POV), they use their own bona fide company employees, and they bring the freight into the building and to their booth. POVs are defined as personally owned vehicles such as cars, vans, station wagons, SUVs, and box trucks less than 24' in length. Pick-ups with trailers attached are not to exceed 24' in length. Exhibitors must be able to unload/load within 20 minutes of positioning at the designated dock. Any vehicles left unattended may be towed. Venue security will strictly enforce the 20 minute time limit.

Freight being delivered to the loading dock by common carrier, van line, or any vehicle other than a POV must be unloaded and delivered by the official drayage contractor. There is a charge for this service. Fork lifts, electric pallet jacks, and pallet jacks may be used by the official drayage contractor only.

**Booth  
Labor**

Exhibitors are allowed to set-up and/or dismantle their own booths, provided they use their own bona fide company employees who will be staffing the exhibit. Please advise them not to bring outside labor of any kind. Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth, unless they are members in good standing of Teamsters Local 25.

- I. Exhibitors must use their own bona fide personnel or union personnel hired from Brede Exposition Services for installation and dismantling of exhibits.

**OR**

- II. Non-official installation and dismantling contractors may provide supervision. Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must advise Brede Exposition Services in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The *Non-Official Contractor* form must be completed and returned no less than thirty (30) days prior to setup.
- Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing Brede Exposition Services as an additional insured, furnished by their broker to Brede Exposition Services' office no less than thirty (30) days in advance of actual installation dates.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives or emergency contact.
- All personnel must display proper identification at show site.

This statement and insurance rider are not required by the exhibitors who plan to setup and dismantle their own booths or equipment with their own employees.

Non-official installation and dismantle contractors will be allowed on the exhibit floor only during official installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.

**Safety**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture.

If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and necessary ladders and tools will be provided.

**Gratuities**

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

**In General**

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

[Find more on Brede.com](http://Find more on Brede.com)

phone 303.399.8600  
fax 303.321.8694  
e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES

Order  
Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 20, 2013

[Add to my calendar](#)**Option A:  
Brede  
Supervised**

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

Check for Brede Supervised Labor

**Installation****Shipped:**

- Warehouse  
 Show site

**Blueprints/Instructions:**

- Attached  
 with Display-Crate # \_\_\_\_\_

**Shipment :**

- Crates  
 Boxes  
 Carpet/Pad

**Carpet:**

- From Brede  
 Shipped  
 None

**Electrical under carpet:**

- Yes  No

**Location:****Delivery Date:** \_\_\_\_\_**Special Equipment Required:** \_\_\_\_\_**Option B:  
Exhibitor  
Supervised**

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

Check for Exhibitor Supervised Labor

**Labor  
Rates**

**Straight Time** \$109.00  
Monday-Friday 8:00a.m.-4:30p.m. per person per hour

**Overtime** \$163.50  
Monday-Friday 4:30p.m.-8:00a.m. All day Saturday per person per hour

**Double Time** \$218.00  
All day Sunday and observed union holidays per person per hour

**Estimate  
Costs**

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person per hour	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
<b>Installation</b>	_____	X	=	X	= \$	+ \$	= \$	
<b>Dismantle</b>	_____	X	=	X	= \$	+ \$	= \$	

**Important  
Notes**

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company \_\_\_\_\_

**Calculate  
Total****Est. Total \$** \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Labor



EXPOSITION SERVICES


**Order  
Form**

Submit this form if you wish to rent forklift labor from Brede Exposition Services..

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: February 20, 2013**

[Add to my calendar](#)

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

**Forklift  
Rates**
**Up to 5,000 lbs. capacity**  
forklift & operator per hour
 
**Helper**  
per person per hour
 

<b>Straight Time</b> Monday-Friday 8:00a.m.-4:30p.m.	\$184.00	\$109.00	<ul style="list-style-type: none"> <li>One hour minimum per laborer.</li> <li>Labor is then charged in 1/2 hour increments per laborer.</li> </ul>
<b>Overtime</b> Monday-Friday 4:30p.m.-8:00a.m. All day Saturday	\$238.50	\$163.50	
<b>Double Time</b> All day Sunday and observed union holidays	\$293.00	\$218.00	

**Order  
Details**
**Describe work to be done:**

- Spotting of Equipment  
 Installation/Dismantle of Header  
 Other \_\_\_\_\_

**Please specify other equipment:**

- Straps  
 Chains  
 Fork Extensions

**Four (4) Stage Forklift Required:**  Yes  No
 
**Contact responsible for move-in:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_
 
**Estimate  
Costs**

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
<b>Installation</b>	_____			X	X \$	= \$
<b>Dismantle</b>	_____			X	X \$	= \$

**Important  
Notes**

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

**Calculate  
Total**
**Est. Total \$** \_\_\_\_\_
 

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

**Forklift**

# Brede

## EXPOSITION SERVICES



**Order  
Form**

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services.

Brede is available for assembly, installation, and removal of any hanging signs.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.



**Advance Order Discount Deadline: February 20, 2013**



[Add to my calendar](#)

**Signs  
Conditions**

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.  
*(Place electrical order on the appropriate form).*
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

**Hanging  
Signs  
Rates**

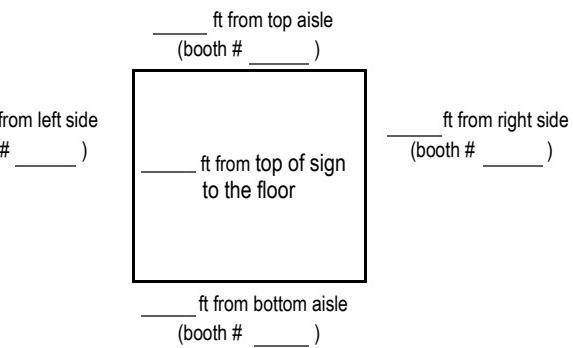
**Rate for Lift & Crew**  
Per Hour

<b>Straight Time</b> Monday-Friday 8:00a.m.-4:30p.m.	\$400.00
<b>Overtime</b> Monday-Friday 4:30p.m.-8:00a.m. All day Saturday.	\$500.00
<b>Double Time</b> All day Sunday and observed union holidays	\$600.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

**Order  
Details**

Weight (lbs)	Height (ft)	Length (ft)	Assembly Required
<input type="checkbox"/> Fabric	<input type="checkbox"/> Circle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Metal	<input type="checkbox"/> Square	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	<b>Chain Motor</b>	
<input type="checkbox"/> Truss		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	



**Estimate  
Costs**

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
<b>Installation</b>	_____	\$	X	=	+ \$	= \$
<b>Dismantle</b>	_____	\$	X	=	+ \$	= \$

**Important  
Notes**

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company \_\_\_\_\_

**Calculate  
Total**

**Est. Total \$** \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

**Hanging Sign**



EXPOSITION SERVICES

**Information  
Form**

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.



**This is not an order form. This service must be ordered on-site.**

**Notes**

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- **There is a one time set up charge of \$100.00.**

**Storage  
Rates**

<b>Size of Storage Space</b>	<b>Rate</b>
sq. ft.	per day
0-25	\$ 100.00
26-50	\$ 150.00
51-100	\$ 200.00
101-150	\$ 250.00
151-200	\$ 300.00

**Access  
Rates**

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

# Accessible Storage


[Find more on Brede.com](http://Brede.com)


**phone** 303.399.8600  
**fax** 303.321.8694  
**e-mail** [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES

Order  
Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.



### Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

### Contractor Information

**NON-OFFICIAL CONTRACTOR:**

**ADDRESS:**

**PHONE#:**

**FAX#:**

**EMAIL ADDRESS:**

**CELL#:**

**CONTACT IN BOOTH:**

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Non-Official I&D Contractor



EXPOSITION SERVICES

**Order Form**

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: February 20, 2013**[Add to my calendar](#)**Standard Sizes**

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 55.00	\$ 71.50	\$ _____
_____	14" X 22"	\$ 65.00	\$ 84.50	\$ _____
_____	22" X 28"	\$ 95.00	\$ 123.50	\$ _____
_____	28" X 44"	\$ 135.00	\$ 175.50	\$ _____

**Indicate sign copy & layout here**

\*File conversion, retouching, cloning or color correcting may incur additional labor charges.

**Custom Sizes**

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
X	=	X	\$17.25 per sq. ft.	\$24.00 per sq. ft.	= \$

Ten (10) sq. ft.  
minimum order

 Foamcore Masonite PVC Plexi Gatorfoam Other \_\_\_\_\_**Select one****Special instructions** Vertical Horizontal**Calculate****Subtotal** \$ \_\_\_\_\_**6.25% MA Tax** \$ \_\_\_\_\_**Signs Total** \$ \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

**Important Notes**

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Graphics



EXPOSITION SERVICES

**Information  
Form**

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

**Booth  
Construction**

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

**Permits**

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

**Obstructions**

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

**Flame  
Retardant  
Treatment**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

**Combustibles**

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

***Storage behind booth backwall is strictly prohibited.***

[Find more on Brede.com](#)

phone 303.399.8600  
fax 303.321.8694  
e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



# Bloomin' Exhibits

BLOOMIN' EXHIBITS  
237 NEW MEADOW ROAD  
BARRINGTON, RI 02806-3748  
TEL. (401) 247-0590 FAX (401) 245-7719

NAME OF SHOW \_\_\_\_\_ SHOW DATE \_\_\_\_\_ LOCATION \_\_\_\_\_  
 EXHIBITING COMPANY\* \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 COMPANY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 AUTHORIZED SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

RENTAL									
QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL	QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	3' Green Plant					Ivy, Pothos - Med.			
	4' Green Plant					Ferns - Medium			
	5' Green Plant					Ferns - Large			
	6' Green Plant					Bromeliad			
						Bubble Bowl	8" GLASS		

PURCHASE (FLOWERING)								
QTY	ITEM	COLOR & VARIETY (SUBJECT TO AVAILABILITY)			PRICE	TOTAL		
	Potted Mums (Yellow, White, Lavender)						PLEASE INCLUDE ORDER FORM WITH CHECK	
	Potted Seasonal Plant						TOTAL _____	
	Floral Arrangement/Seasonal	One Sided	Round				TAX _____	
	Floral Arrangement/Tropical	One Sided	Round				GRAND TOTAL _____	
							ON SITE ORDERS 25% HIGHER	

SPECIAL REQUESTS

All plants and potted flowers will be in black containers. Others available on request: Basket White

Special Instructions/ Request: \_\_\_\_\_

Please have a designer see us at our exhibit, Date/Time: \_\_\_\_\_ Representative: \_\_\_\_\_

I authorize Bloomin' Exhibits to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard Floor pricing prevails and a \$25 service charge may be added.

PAYMENT ENCLOSED: CHECK MC VISA AMEX

CARD # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Credit card Pin number \_\_\_\_\_

CARD BILLING NAME: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARD BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONTRACT CONDITIONS:** ALL orders must be paid in full prior to delivery. In U.S. funds drawn on U.S. banks. There is a \$25 fee for returned checks. Adjustments can not be made after the close of the show. Cancellations must be received in writing 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Bloomin' Exhibits harmless for all injury or damage resulting from items supplied by this contract.

Pleas note: This order form is you invoice. No statement to follow unless specifically requested. **IN ADVANCE**

\*If you are a 3rd party vendor placing the order, please attach a 2nd page with your name, address, phone, fax and email



*As the In House A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle.  
 Rates published are for the entire length of the event. Advance Rate applies to orders received 15 days before Move In.*

<b>Computers &amp; Accessories</b>		Qty.	*Advance Rate	Standard Rate	Total
<b>Laptop:</b> Intel Core 2 Duo, 2GB Memory, 160GB Hard Drive, DVD/CD-R, 15.4" Display, WIN XP Ofc. 2007 Pro, Norton Anti-Virus, WiFi, 10/100/1000 NIC, Mouse & Cable Lock			\$450	\$540	
<b>Desktop:</b> P IV 3.0Ghz, 1GB, 80GB Hard Drive, DVD/CD-RW, WIN XP Ofc. 2007 Pro, Norton Anti-Virus, Gigabit Ethernet, Mouse & Keyboard (display not included)			\$350	\$420	
Computer Speakers			\$50	\$60	
Wireless PC Remote Control			\$50	\$60	
Keyboard & Mouse Set			\$50	\$60	
<b>Computer Flat Panel Displays</b>		Qty.	*Advance Rate	Standard Rate	Total
17" LCD Resolution: 1280 X 1024 <b>Please Circle Stand - Table Top Wall Mount</b>			\$150	\$180	
19" LCD Resolution: 1280 X 1024 <b>Please Circle Stand - Table Top Wall Mount</b>			\$300	\$360	
24" LCD Resolution: 1920 X 1200 <b>Please Circle Stand - Table Top Wall Mount</b>			\$400	\$480	
<b>Video Equipment &amp; Flat Panel Display</b>		Qty.	*Advance Rate	Standard Rate	Total
DVD Player (with repeat - plays NTSC only)			\$100	\$120	
Code/Region Free DVD Player (with repeat - plays PAL/SECAM/NTSC)			\$160	\$195	
Blu-ray Player (with repeat)			\$200	\$240	
26" LCD with Built-in DVD Player (no repeat - not for use with computers) Resolution: 1366 X 768 Internal Speakers <b>Please Circle Stand - Table Top Wall Mount</b>			\$300	\$360	
<b>Computer/Video Flat Panel Displays</b>		Qty.	*Advance Rate	Standard Rate	Total
32" HD LCD Resolution: 1920 X 1080 Internal Speakers <b>Please Circle Stand - Table Top Wall Mount Floor Stand Floor Stand w/ Shelf</b>			\$700	\$850	
42" HD LCD Resolution: 1920 X 1080 Internal Speakers <b>Please Circle Stand - Table Top Wall Mount Floor Stand Floor Stand w/ Shelf</b>			\$700	\$850	
50" Plasma Resolution: 1280 X 768 Attachable Speakers Included <b>Please Circle Stand - Table Top Wall Mount Floor Stand Floor Stand w/ Shelf</b>			\$900	\$1,100	
60" Plasma Resolution: 1365 X 768 Attachable Speakers Included <b>Please Circle Stand - Table Top Wall Mount Floor Stand Floor Stand w/ Shelf</b>			\$1,500	\$1,800	
<b>Audio Equipment</b>		Qty.	*Advance Rate	Standard Rate	Total
Wireless UHF Mic Kit Lavaliere / Headset / Handheld - <b>Please Circle Type Needed</b>			\$300	\$360	
Small Booth Sound System Includes: 1 Speaker / 1 Floor Stand / Mixer / 1 Wired Handheld Microphone			\$390	\$470	
Large Booth Sound System Includes: 2 Speakers / 2 Floor Stands / Mixer / 1 Wired Handheld Microphone			\$590	\$710	
<b>Miscellaneous Items</b>		Qty.	*Advance Rate	Standard Rate	Total
42" Monitor Cart with Skirt			\$90	\$110	
54" Monitor Cart with Skirt			\$60	\$75	
<b>Company Name:</b>	<b>Booth Number:</b>	<b>Sub Total:</b>			

*For additional equipment needs and pricing please call*

FAX: 617-954-3327  
PHONE: 617-954-3333  
EMAIL: maadmin@projection.com



*As the In House A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle.  
Rates published are for the entire length of the event. Advance Rate applies to orders received 15 days before Move In.*

Exhibit Information	
Company Name:	On-Site Contact:
Show Name:	On-Site Contact Cell Phone #:
Delivery Date:	Ordered By: Ordered By Phone:
Delivery Time: <input type="checkbox"/> 8A-10A <input type="checkbox"/> 10A-12P <input type="checkbox"/> 1P-3P <input type="checkbox"/> 3P-5P	E-Mail Address:
<b>A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended booth.</b>	
Secondary Contact Name & Cell Phone #:	Secondary Email Address:
Order Instructions & Other Equipment	
Totals	
1) EQUIPMENT TOTAL:	1) _____
2) STATE SALES TAX - 6.25%:	2) _____
3) EQUIPMENT SET-UP & DISMANTLE - 35% of line 1 - \$116 MINIMUM	3) _____
4) TOTAL DUE:	4) _____
Payment Information	
Company Name:	Credit Card Billing Address: Street: City: State: Zip:
Authorization Signature:	<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA
Printed Name on Credit Card	Card Number: _____ Exp. Date: _____ / _____ Sec Code: _____
Remit to:	
<b>PROJECTION</b> <small>PRESNTN TECHNOLOGY</small>	Projection Presentation Technology 415 Summer Street, Boston, MA, 02210
FOR OFFICE USE ONLY	

*For additional equipment needs and pricing please call*

*As the In House A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle.  
Rates published are for the entire length of the event. Advance Rate applies to orders received 15 days before Move In.*

#### RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY in each instance.

#### Cancellation

**Cancellation** of equipment rental and services must be received **72 hours prior** to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

#### Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date **00/00/00** will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

#### Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

#### Agreement

I HAVE READ AND AGREED TO THE FOLLOWING TERMS AND CONDITIONS:

Signed: \_\_\_\_\_

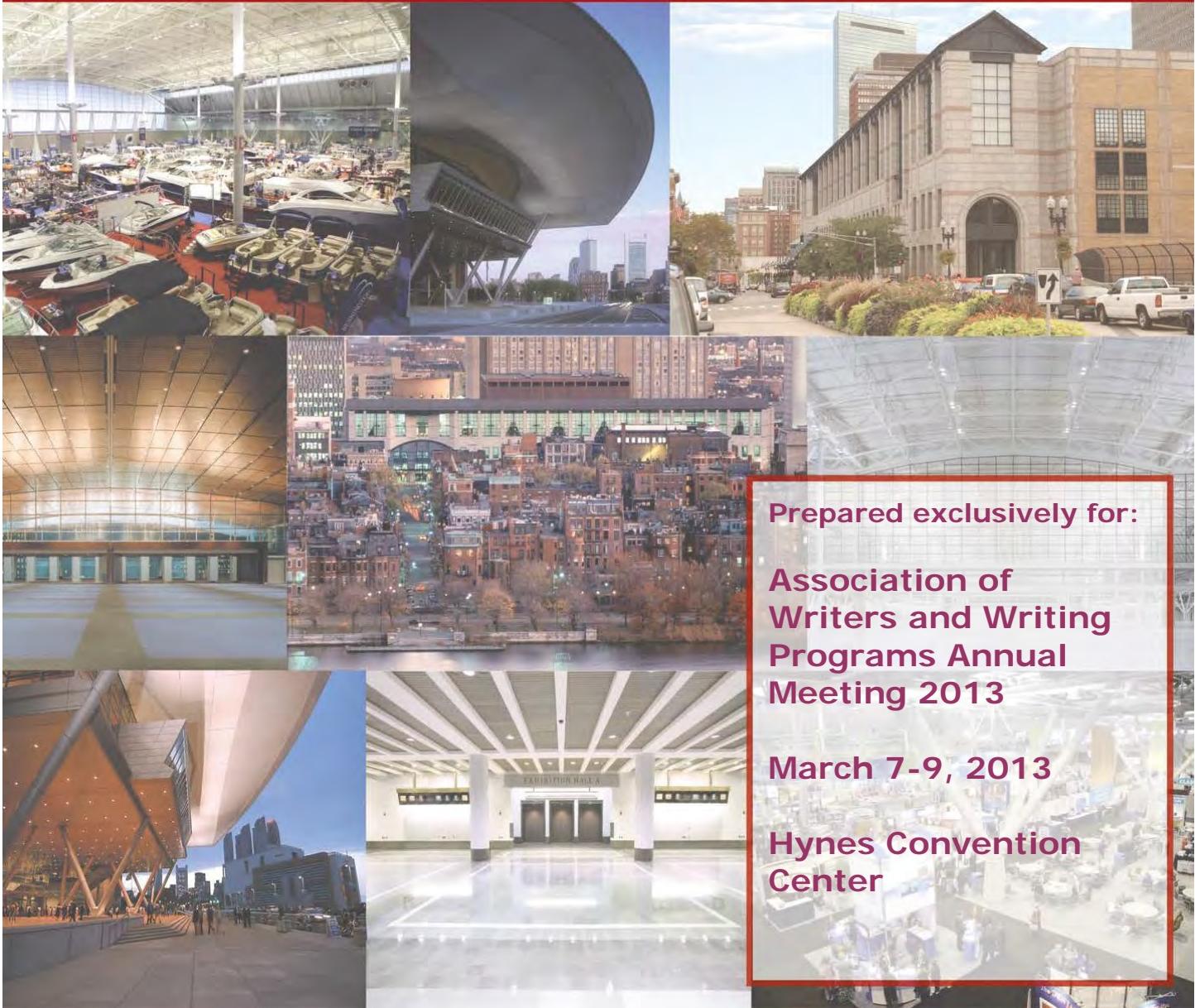
Date: \_\_\_\_\_

Company Name	Booth Number

*For additional equipment needs and pricing please call*



## EXHIBITOR ORDERING GUIDE



**Prepared exclusively for:**

**Association of  
Writers and Writing  
Programs Annual  
Meeting 2013**

**March 7-9, 2013**

**Hynes Convention  
Center**

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## **Introduction**

**On behalf of the Massachusetts Convention Center Authority, welcome to Boston!** We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **exhibitorservices@massconvention.com**, and we will be happy to assist you!

## **General Information**

### **Ordering Policies & Procedures**

**Pricing** - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

**Ordering** - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.massconvention.com](http://www.massconvention.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

**Payments** - Payment for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

**Refunds** - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

### **General Terms & Conditions**

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

## Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

<u>Standard Connections (120 volt power)</u>	<u>Discount</u>	<u>Standard</u>
<b>500 Watt Box</b> ..... One 5 amp circuit and one receptacle or plug point	\$95.00 .....	\$119.00
<b>1000 Watt Box</b> ..... One 10 amp circuit and two receptacles or plug points	\$125.00 .....	\$156.00
<b>2000 Watt Box</b> ..... One 20 amp circuit and a minimum of three receptacles or plug points	\$155.00 .....	\$194.00
<b>4000 Watt Box</b> ..... Two 20 amp circuits and two receptacles or plug points for each circuit	\$180.00 .....	\$225.00

<u>Special Connections (208 volt &amp; 480 volt power)</u>	<u>Discount</u>	<u>Standard</u>
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 Amp service and higher, please contact MCCA Exhibitor Services for availability.		
<b>208V Single Phase 30 Amp (Nema L21-30P)</b> .....	\$265.00 .....	\$331.00
<b>208V Single Phase 60 Amp</b> .....	\$505.00 .....	\$631.00
<b>208V Single Phase 100 Amp</b> .....	\$775.00 .....	\$969.00
<b>208V Three Phase 30 Amp (Nema L21-30P)</b> .....	\$480.00 .....	\$600.00
<b>208V Three Phase 60 Amp</b> .....	\$725.00 .....	\$906.00
<b>208V Three Phase 100 Amp</b> .....	\$1,150.00 .....	\$1,437.00
<b>208V Three Phase 200 Amp</b> .....	\$2,350.00 .....	\$2,937.00
<b>208V Three Phase 400 Amp</b> .....	\$4,150.00 .....	\$5,187.00
<b>480V Three Phase 30 Amp</b> .....	\$750.00 .....	\$937.00
<b>480V Three Phase 60 Amp</b> .....	\$1,300.00 .....	\$1,625.00
<b>480V Three Phase 100 Amp</b> .....	\$2,400.00 .....	\$3,000.00
<b>480V Three Phase 200 Amp</b> .....	\$4,770.00 .....	\$5,962.50

<u>Additional Electrical Services &amp; Equipment</u>	<u>Discount</u>	<u>Standard</u>
<b>30' Round Extension Cords</b> ..... 30' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.	\$30.00 .....	\$37.00
<b>24 Hour Power</b> ..... If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.	<b>Add 50% to initial connection rate</b>	

**Overhead Power .....Add 100% to initial connection rate**

Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC.  
Please contact the MCCA Exhibitor Services team for availability.

**Installation & Distribution - Electrical**

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - Hire labor from the General Service Contractor;
  - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

**Terms & Conditions - Electrical**

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **\$70.00**
  - All other times, including holidays **\$105.00**
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

**Frequently Asked Questions – Electrical**

**If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?**

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

**How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

**How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop.....	250-550 watts
Standard Desktop PC.....	400-700 watts
Standard Plasma TV.....	300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

**I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

**I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

## **Cleaning Services**

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

<b><u>Cleaning Services (Per sq ft. per day)</u></b>	<b><u>Discount</u></b>	<b><u>Standard</u></b>
<b>Initial Vacuum or Mopping .....</b>	<b>\$0.25 .....</b>	<b>\$0.31</b>
Service includes one-time vacuum or mop prior to the first event or show day		
<b>Daily Vacuum or Mopping .....</b>	<b>\$0.17 .....</b>	<b>\$0.21</b>
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.		
<b>Daily Vacuum or Mopping + Porter Service .....</b>	<b>\$0.40 .....</b>	<b>\$0.50</b>
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.		
<b>Shampoo Service.....</b>	<b>\$0.35 .....</b>	<b>\$0.44</b>
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.		

### **Terms & Conditions - Cleaning**

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

### **Frequently Asked Questions – Cleaning**

#### **Will my booth be automatically vacuumed or mopped prior to the first show day?**

Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

#### **Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?**

No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

**Why is the rate on your website different from the rate listed above?**

The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

**If I order cleaning service, when can I expect my carpet to be cleaned?**

If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

## **Telephone Services**

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

<b><u>Standard Telephone Services</u></b>	<b><u>Discount</u></b>	<b><u>Standard</u></b>
<b>Single-Line Service (Analog)</b> .....	<b>\$270.00</b> .....	<b>\$338.00</b>
Service includes one phone number and a complimentary simple handset. Line usage included.		
<b>Multi-Line Service (Digital)</b> .....	<b>\$405.00</b> .....	<b>\$506.00</b>
Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment <u>must</u> be returned at the close of the show. Line usage included.		
<b>Speaker Phone Service (Analog)</b> .....	<b>\$310.00</b> .....	<b>\$387.50</b>
Service includes one phone number and rental of one speaker phone. Equipment <u>must</u> be returned at the close of the show. Line usage included.		
<b>Polycom Speaker Phone Service (Analog)</b> .....	<b>\$360.00</b> .....	<b>\$450.00</b>
Service includes one phone number and rental of one polycom speaker phone. Equipment <u>must</u> be returned at the close of the show. Line usage included.		
<b>Fax Machine Phone Service (Analog)</b> .....	<b>\$410.00</b> .....	<b>\$512.50</b>
Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage included.		

<b><u>Additional Telephone Services &amp; Equipment</u></b>	<b><u>Discount</u></b>	<b><u>Standard</u></b>
<b>Call Waiting (per phone line)</b> .....	<b>\$50.00</b> .....	<b>\$62.50</b>
Allows user to know when another call is coming in.		
<b>Voice Mail (per phone line)</b> .....	<b>\$50.00</b> .....	<b>\$62.50</b>
Allows user to setup a custom greeting and receive messages from incoming callers.		
<b>ISDN/BRI Service</b> .....	<b>\$300.00</b> .....	<b>\$375.00</b>
ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.		
<b>Polycom Videoconference Rental w/IP Connect Service</b> .....	<b>\$1,100.00</b> .....	<b>\$1,600.00</b>
This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.		

**Polycom Videoconference Rental w/ISDN .....\$2,000.00 .....\$2,500.00**

This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

**Installation & Connections - Telephone**

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

**Terms & Conditions - Telephone**

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **\$80.00**
  - All other times, including holidays **\$120.00**

**Frequently Asked Questions – Telephone**

**How do I know if I need a single-line or a multi-line service?**

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

**I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?**

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

**How do I receive my phone number, dialing instructions, and phone/fax equipment?**

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through MCCA Exhibitor Services.

**How can I place international calls on my phone line?**

If you wish to place international calls on your phone line, please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

## **Internet & Technical Services**

The MCCA offers a wide variety of Internet and technical services through our experienced in-house team of technicians.

### **Wired Internet Connections**

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

<b><u>Automatic Configuration</u></b>	<b>Discount</b>	<b>Standard</b>
Automatically configured lines are designed to “plug & play.”		
<b>200 Kbs Shared Service.....</b>	<b>\$815.00 .....</b>	<b>\$1,019.00</b>
This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.		
<b><u>Manual Configuration</u></b>	<b>Discount</b>	<b>Standard</b>
Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.		
<b>300 Kbs Managed Service.....</b>	<b>\$1,175.00 .....</b>	<b>\$1,468.75</b>
The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.		
<b>500 Kbs Managed Service.....</b>	<b>\$1,875.00 .....</b>	<b>\$2,344.00</b>
The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.		
<b>750 Kbs Managed Service .....</b>	<b>\$2,500.00 .....</b>	<b>\$3,125.00</b>
The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.		
<b>1.54 Mbps Managed Service .....</b>	<b>\$5,565.00 .....</b>	<b>\$6,956.00</b>
The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.		
<b>5 Mbps Managed Service.....</b>	<b>\$10,000.00 .....</b>	<b>\$12,500.00</b>
The 5 Mbps has more bandwidth than the 1.54 Mbps service and includes 250 public IP addresses, a private VLAN and subnet.		

<b><u>Additional Internet Services &amp; Equipment</u></b>	<b>Discount</b>	<b>Standard</b>
<b>Additional Public IP Address.....\$125.00 .....</b>	<b>\$125.00 .....</b>	<b>\$156.25</b>
This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.		
<b>Copper Patch / Booth to Booth Connection.....\$320.00 .....</b>	<b>\$320.00 .....</b>	<b>\$400.00</b>
Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video.		
<b>Fiber Patch / Booth to Booth Connection.....\$470.00 .....</b>	<b>\$470.00 .....</b>	<b>\$587.50</b>
Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.		
<b>Extend Outside T1 or T3 Service.....\$1,000.00 .....</b>	<b>\$1,000.00 .....</b>	<b>\$1,200.00</b>
With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.).		
<b>Switch - 8 Port.....\$80.00 .....</b>	<b>\$80.00 .....</b>	<b>\$100.00</b>
This switch can connect up to 8 computers or devices together, giving all access to the internet service ordered.		
<b>Switch - 24 Port.....\$120.00 .....</b>	<b>\$120.00 .....</b>	<b>\$150.00</b>
This switch can connect up to 24 computers or devices together, giving all access to the internet service ordered.		
<b>25' CAT 5e Cable .....</b>	<b>\$40.00 .....</b>	<b>\$50.00</b>
<b>50' CAT 5e Cable .....</b>	<b>\$55.00 .....</b>	<b>\$68.75</b>
<b>100' CAT 5e Cable .....</b>	<b>\$90.00 .....</b>	<b>\$112.50</b>
<b><u>Technical Services</u></b>	<b>Discount</b>	<b>Standard</b>
<b>Cable TV Service.....\$225.00 .....</b>	<b>\$225.00 .....</b>	<b>\$281.25</b>
Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.		
<b>CATV Tuner Rental.....\$50.00 .....</b>	<b>\$50.00 .....</b>	<b>\$60.00</b>
For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.		
<b>CATV Tap Box Rental.....\$200.00 .....</b>	<b>\$200.00 .....</b>	<b>\$250.00</b>
A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.		

**Broadcast Video Service via TV-1 .....\$2,000.00 .....\$2,500.00**

TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact [MCCA Exhibitor Services](#).

**Installation & Connection – Internet & Technical**

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - Hire labor from the General Service Contractor or ;
  - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

**Terms & Conditions – Internet & Technical**

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Tech Rep Monday-Friday 8am-4pm (except holidays) **\$100.00**
  - Tech Rep All other times, including holidays **\$150.00**
  - Network Engineer Monday-Friday 8am-4pm (except holidays) **\$130.00**
  - Network Engineer All other times, including holidays **\$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- **MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

**Frequently Asked Questions – Internet & Technical**

**Do you have wireless internet?**

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the [BCEC](#) or [Hynes Wireless Network](#). This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

**I see that you don't offer hubs for sale. What is the difference between a hub and a switch?**

**Can I bring my own hub or switch?**

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

**What is bandwidth and how do I know how much I need?**

Bandwidth is the “size of the pipe” that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

**I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or “tokens” should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few “real” internet routable addresses.

**What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

**I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk.

## **Rigging Services**

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

### **Planning Ahead for Rigging & Lighting Services**

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

<b><u>Package Rigging Solutions</u></b>	<b>Discount</b>	<b>Standard</b>
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The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

<b>Basic Rigging Package .....</b>	<b>\$1,550.00 .....</b>	<b>\$1,684.00</b>
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This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.

<b>Electrical Rigging Package .....</b>	<b>\$1,794.00 .....</b>	<b>\$1,988.00</b>
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This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

<b>Team Labor Hour .....</b>	<b>\$244.00 .....</b>	<b>\$304.00</b>
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Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.

### **Custom Rigging & Lighting Solutions**

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote. Please contact JCALPRO at 1-617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

<b><u>Custom Rigging Solutions</u></b>	<b>Discount</b>	<b>Standard</b>
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**Truss**

A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.

<b>Truss 5' Section – Silver 12"x12" Box.....</b>	<b>\$25.00 .....</b>	<b>\$30.00</b>
<b>Truss 8' Section – Silver 12"x12" Box.....</b>	<b>\$40.00 .....</b>	<b>\$48.00</b>
<b>Truss 10' Section – Silver 12"x12" Box.....</b>	<b>\$50.00 .....</b>	<b>\$60.00</b>
<b>Truss 5' Section – Black 12"x12" Box .....</b>	<b>\$35.00 .....</b>	<b>\$42.00</b>
<b>Truss 8' Section – Black 12"x12" Box .....</b>	<b>\$56.00 .....</b>	<b>\$67.00</b>
<b>Truss 10' Section – Black 12"x12" Box .....</b>	<b>\$70.00 .....</b>	<b>\$84.00</b>
<b>Truss 5' Section – Silver 20.5"x20.5" Box.....</b>	<b>\$45.00 .....</b>	<b>\$54.00</b>
<b>Truss 8' Section – Silver 20.5"x20.5" Box.....</b>	<b>\$72.00 .....</b>	<b>\$86.00</b>
<b>Truss 10' Section – Silver 20.5"x20.5" Box.....</b>	<b>\$90.00 .....</b>	<b>\$108.00</b>

**Corner Block**

A corner block is an aluminum piece that attaches to truss to create a right angle.

<b>Corner Block – Silver 12"x12" Box .....</b>	<b>\$50.00 .....</b>	<b>\$60.00</b>
<b>Corner Block – Black 12"x12" Box .....</b>	<b>\$65.00 .....</b>	<b>\$78.00</b>
<b>Corner Block – Silver 20.5"x20.5" Box .....</b>	<b>\$70.00 .....</b>	<b>\$84.00</b>

**Base Plate .....****\$35.00 .....****\$42.00**

A base plate is used as a stand for ground supported truss or poles.

**Rotator.....****\$150.00 .....****\$180.00**

A rotator is a motor used to rotate a hanging sign.

**Motor .....****\$150.00 .....****\$180.00**

A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

**Cheeseboro .....****\$6.00 .....****\$7.00**

A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

**Grapple.....****\$12.00 .....****\$14.00**

A grapple is a connector that allows you to make a 90 degree connection between trusses.

<b><u>Lighting Fixtures</u></b>	<b>Discount</b>	<b>Standard</b>
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A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

**Source 4 Par (575 watt, 750 watt) .....**\$35.00 .....\$42.00

This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

**Source 4 Leko (575, 750 watt) .....**\$45.00 .....\$54.00

This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.

**Par 64 (1000 watt).....**\$30.00 .....\$36.00

The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

<b><u>Custom Lighting Solutions</u></b>	<b>Discount</b>	<b>Standard</b>
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Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables.

Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

**Small Lighting Kit (4-6 lights).....**\$185.00 .....\$212.00

**Medium Lighting Kit (7-11 lights) .....**\$325.00 .....\$390.00

**Large Lighting Kit (12-15 lights) .....**\$450.00 .....\$540.00

**X-Large Lighting Kit (16-20 lights) .....**\$550.00 .....\$660.00

<b><u>Dimmer Racks &amp; Lighting Controls</u></b>	<b>Discount</b>	<b>Standard</b>
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These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.

Electrical service is not included and must be ordered separately.

**Dimmer Control 1.2 x 4.....**\$80.00 .....\$96.00

**Dimmer Control 2.4 x 12.....**\$150.00 .....\$180.00

**Dimmer Control 2.4 x 24.....**\$320.00 .....\$384.00

**Terms & Conditions - Rigging**

- **Hynes Rigging:** JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.

- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

<b>Hourly Labor Items</b>	<b>Mon-Sat 7am-12am (except holidays)</b>	<b>Sundays 7am-5pm and holidays</b>	<b>Sundays after 5pm, all days 12am-7am</b>
Crew Chief	\$95.00	\$142.50	\$190.00
Head Rigger	\$95.00	\$142.50	\$190.00
Rigger	\$82.00	\$123.00	\$164.00
Dept Head	\$72.00	\$108.00	\$144.00
Stagehand	\$64.00	\$96.00	\$128.00

<b>Weekly Lift Rental Items</b>	<b>Rate</b>
24'- 32' Scissor Lift	\$550.00
40'- 45' Boom Lift	\$950.00
60' Boom Lift	\$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

### **Frequently Asked Questions – Rigging**

#### **How do I know if I qualify for the Basic Rigging Package Rate?**

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

#### **Can I order lighting to be suspended from the ceiling?**

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower “ceiling” and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

**Do I ship my sign to you to put it together?**

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

**Can I request load in and load out times?**

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

**What type of diagrams should I send?**

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

## **Plumbing Services**

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

<b><u>Water and Drain Services</u></b>	<b>Discount</b>	<b>Standard</b>
<b>Water - Individual Connection.....</b>	<b>\$275.00 .....</b>	<b>\$344.00</b>
Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute.		
<b>Additional Water Connections.....</b>	<b>\$175.00 .....</b>	<b>\$219.00</b>
Exhibitors requiring more than an individual water connection should order each additional connection as needed.		
<b>Drain – Individual Connection.....</b>	<b>\$275.00 .....</b>	<b>\$344.00</b>
The MCCA can provide waste drain connections up to ¾" line size.		
<b>Additional Drain Connections.....</b>	<b>\$150.00 .....</b>	<b>\$188.00</b>
Exhibitors requiring more than an individual drain connection should order each additional connection as needed.		
<b>Fill and Drain 0-100 Gallons .....</b>	<b>\$150.00 .....</b>	<b>\$187.50</b>
Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.		
<b>Each Additional 500 Gallons .....</b>	<b>\$80.00 .....</b>	<b>\$100.00</b>
<b><u>Sink Rentals</u></b>	<b>Discount</b>	<b>Standard</b>
<b>Cold Water Sink Rental.....</b>	<b>\$600.00 .....</b>	<b>\$750.00</b>
Cold water sink rental includes a single-tub basin (20”L x 24”W x34”H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.		
<b>Small Hot &amp; Cold Water Sink Rental .....</b>	<b>\$800.00 .....</b>	<b>\$1,000.00</b>
Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.		
<b>Large Hot &amp; Cold Water Sink Rental .....</b>	<b>\$1,000.00 .....</b>	<b>\$1,250.00</b>
Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.		

<b>Compressed Air and Gases</b>	<b>Discount</b>	<b>Standard</b>
<b>Compressed Air – Individual Connection</b> .....\$325.00 .....	\$325.00 .....	\$406.00
Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).		
<b>Additional Connection</b> .....\$180.00 .....	\$180.00 .....	\$225.00
Exhibitors who require more than an individual connection should order additional connections as needed.		
<b>Other Compressed Gases</b>		
The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. <u>Flammable gases are not permitted in MCCA facilities.</u>		
<b>20 Lbs Dry or Liquid CO<sub>2</sub></b> .....	\$154.00 .....	\$184.50
<b>50 Lbs Dry or Liquid CO<sub>2</sub></b> .....	\$167.00 .....	\$200.50
<b>Dry Nitrogen 300 ft<sup>3</sup></b> .....	\$206.00 .....	\$247.75

#### **Installation & Connections - Plumbing**

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

#### **Terms & Conditions - Plumbing**

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) \$70.00
  - All other times, including holidays \$105.00

**Frequently Asked Questions – Plumbing**

**Do all water connections need a drain?**

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

**Will you provide the fittings and hoses for my water and drain connections?**

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

**When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

**My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

**My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

**Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

## **Security Services**

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

<b><u>Security Guard (Booth)</u></b>	<b>Discount</b>	<b>Standard</b>
<b>Per Hour per Officer .....</b>	<b>\$18.00 .....</b>	<b>\$20.00</b>

The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders must be placed at least 48 hours in advance of the requested service date.

### **Frequently Asked Questions – Security**

#### **When do you recommend ordering security for an exhibitor booth?**

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

#### **Is there general overnight security in the exhibit hall?**

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

## **Appendix A – Service Order Forms**

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

### **Index**

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services



Massachusetts Convention Center Authority  
**Exhibitor Order Form - Electrical Services**

Effective October 1, 2010

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

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PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

BOOTH NO. (s)

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

<b>STANDARD ELECTRICAL CONNECTIONS: 120 VOLT</b>										
<b>DESCRIPTION</b>	<b>REGULAR SERVICE</b>			<b>ADDITIONAL SERVICES AVAILABLE AS ADD-ONS</b>					<b>TOTAL DUE</b>	
	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>QTY</b>	<b>24-HOUR SERVICE</b>	<b>QTY</b>	<b>OVERHEAD SERVICE*</b>	<b>QTY</b>	<b>COMBINED 24-HOUR &amp; OVERHEAD</b>	
500 Watt Box (5 amps)		\$95.00	\$119.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		\$125.00	\$156.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		\$155.00	\$194.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		\$180.00	\$225.00		+50% rate		+100% rate		+150% rate	
<b>SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT &amp; 480 VOLT</b>										
<b>DESCRIPTION</b>	<b>REGULAR SERVICE</b>			<b>ADDITIONAL SERVICES AVAILABLE AS ADD-ONS</b>					<b>TOTAL DUE</b>	
	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>QTY</b>	<b>24-HOUR SERVICE</b>	<b>QTY</b>	<b>OVERHEAD SERVICE*</b>	<b>QTY</b>	<b>COMBINED 24-HOUR &amp; OVERHEAD</b>	
208V Single Phase 30 Amp		\$265.00	\$331.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$505.00	\$631.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		\$775.00	\$969.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		\$480.00	\$600.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$725.00	\$906.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		\$1,150.00	\$1,437.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		\$2,350.00	\$2,937.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		\$4,150.00	\$5,187.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		\$750.00	\$937.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		\$1,300.00	\$1,625.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		\$2,400.00	\$3,000.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		\$4,770.00	\$5,962.50		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		\$30.00	\$37.00							
<b>TOTAL DUE \$</b> _____										

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DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:



Massachusetts Convention Center Authority  
**Exhibitor Order Form - Cleaning Services**

Effective October 1, 2010

*By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).*

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PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

BOOTH NO. (s)

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

<b>BASIC CLEANING SERVICES</b>				<b>DISCOUNT RATE (PER SQ FT PER DAY)</b>	<b>STANDARD RATE (PER SQ FT PER DAY)</b>
<b>1. INITIAL VACUUM OR MOPPING</b> (Before first event day only)				\$0.25	\$0.31
<b>2. DAILY VACUUM OR MOPPING</b> (For all event days <u>including</u> the first day)				\$0.17	\$0.21
<b>3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE</b> (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)				\$0.40	\$0.50
SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET LENGTH      WIDTH      TOTAL Sq. Ft. (90 MIN.)	RATE PER Sq. Ft.	# OF DAYS	TOTAL DUE
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Vacuum <input type="checkbox"/> Mop	_____ X _____ = _____	_____ X _____ = \$ _____		

<b>SPECIAL CLEANING SERVICES</b>				
<b>SHAMPOO SERVICE</b> (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET LENGTH      WIDTH      TOTAL Sq. Ft. (90 MIN.)			<b>DISCOUNT RATE (PER SQ FT PER DAY)</b>
				<b>STANDARD RATE (PER SQ FT PER DAY)</b>
	_____ X _____ = _____	_____ X	\$0.35	\$0.44

GRAND TOTAL DUE \$ \_\_\_\_\_

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617-954-2230 · [exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com)  
Tax ID#: 042768982

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**Massachusetts Convention Center Authority**  
**Exhibitor Order Form – Telephone, Internet & Technical Services**

Effective October 1, 2010

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EVENT OR SHOW DATE(S): \_\_\_\_\_

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BILLING ADDRESS: \_\_\_\_\_

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PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

**TELEPHONE SERVICE**

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)		\$270.00	\$338.00	
Multi-Line Phone Service (Digital)		\$405.00	\$506.00	
Speaker Phone Service (Analog)		\$310.00	\$387.50	
Polycom Speaker Phone Service (Analog)		\$360.00	\$450.00	
Fax Machine Phone Service (Analog)		\$410.00	\$512.50	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

**INTERNET SERVICES**

WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		\$815.00	\$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
300 Kbs Managed Service (1 public IP address)		\$1,175.00	\$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		\$1,875.00	\$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		\$2,500.00	\$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		\$5,565.00	\$6,956.00	
5 Mbps Managed Service (250 public IP address, private VLAN and subnet)		\$10,000.00	\$12,500.00	

Wireless Internet access is available onsite but is not recommended for exhibitor displays.

## Exhibitor Order Form – Telephone, Internet & Technical Services page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			\$125.00	\$156.25	
Copper Patch / Booth to Booth Connection			\$320.00	\$400.00	
Fiber Patch / Booth to Booth Connection			\$470.00	\$587.50	
Extend T1 or T3 Service			\$1,000.00	\$1,200.00	
Switch	8 port		\$80.00	\$100.00	
	24 port		\$120.00	\$150.00	
25' CAT 5e Cable			\$40.00	\$50.00	
50' CAT 5e Cable			\$55.00	\$68.75	
100' CAT 5e Cable			\$90.00	\$112.50	

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Massachusetts Convention Center Authority  
**Exhibitor Order Form - Rigging & Lighting Services**

Effective October 1, 2010

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BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

**ITEM DESCRIPTION & INFORMATION**

\*\*Description of Item (Sign, Banner, Truss, etc.):

Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

**PACKAGE RIGGING SOLUTIONS**

SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Basic Rigging Package (Per Sign/Banner)		\$1550.00	\$1684.00	
Electrical Rigging Package (Per Sign/Banner)		\$1794.00	\$1988.00	
Team Labor Hour		\$244.00	\$304.00	

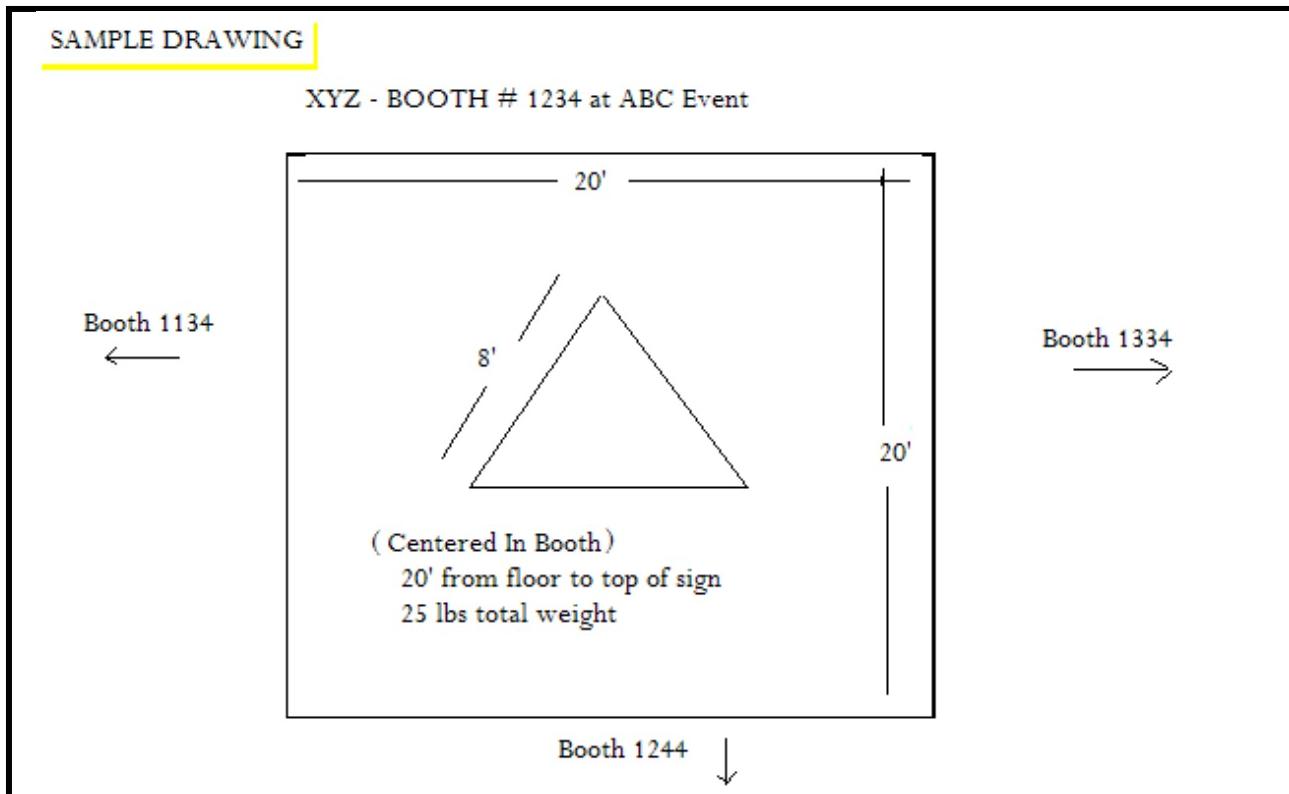
**CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE)**

EQUIPMENT DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Silver 12" x 12" Box Truss	5' Section	\$25.00	\$30.00	
	8' Section	\$40.00	\$48.00	
	10' Section	\$50.00	\$60.00	
Black 12" x 12" Box Truss	5' Section	\$35.00	\$42.00	
	8' Section	\$56.00	\$67.00	
	10' Section	\$70.00	\$84.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$45.00	\$54.00	
	8' Section	\$72.00	\$86.00	
	10' Section	\$90.00	\$108.00	
Corner Block	Silver 12" x 12" box	\$50.00	\$60.00	
	Black 12" x 12" box	\$65.00	\$78.00	
	Silver 20.5" x 20.5" box	\$70.00	\$84.00	
Base Plate		\$35.00	\$42.00	
Rotator		\$150.00	\$180.00	
Motor		\$150.00	\$180.00	
Cheeseboro		\$6.00	\$7.00	
Grapple		\$12.00	\$14.00	

## Exhibitor Order Form - Rigging & Lighting Services page 2

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL ( <i>REQUIRES QUOTE</i> )				
LIGHTING FIXTURES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Source 4 Par – (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko - (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
LIGHTING KITS	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
DIMMER RACKS & LIGHTING CONTROLS	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
				<b>TOTAL DUE: \$ _____</b>

We require diagrams and booth layouts for all rigging and lighting orders. See sample below.



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Massachusetts Convention Center Authority  
**Exhibitor Order Form – Plumbing Services**

Effective October 1, 2010

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BOOTH NO. (s)

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

**WATER AND DRAIN SERVICES**

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$275.00	\$344.00	
	Additional Connection			\$175.00	\$219.00	
Drain Up to ¾" line	Individual Connection			\$275.00	\$344.00	
	Additional Connection			\$150.00	\$188.00	
Fill & Drain	0-100 Gallons			\$150.00	\$187.50	
	Each additional 500 gallons			\$80.00	\$100.00	

**SINK RENTALS**

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$600.00	\$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$800.00	\$1,000.00	

**COMPRESSED AIR AND GASES**

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Air Approx 110 PSI	Individual Connection			\$325.00	\$406.00	
	Additional Connection			\$180.00	\$225.00	
CO <sub>2</sub>	20 lb Cylinder (Dry)			\$154.00	\$184.50	
	50 lb Cylinder (Dry)			\$167.00	\$200.50	
	20 lb Cylinder (Liquid)			\$154.00	\$184.50	
	50 lb Cylinder (Liquid)			\$167.00	\$200.50	
Nitrogen	300 ft <sup>3</sup> Tank (Dry)			\$206.00	\$247.75	
						<b>TOTAL DUE: \$</b>

To pay with a MasterCard, Visa or American Express, you may order online at [www.massconvention.com](http://www.massconvention.com).  
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER  
MASSACHUSETTS CONVENTION CENTER AUTHORITY  
415 SUMMER STREET  
BOSTON, MASSACHUSETTS 02210  
617-954-2230 • [exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com)  
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:



Massachusetts Convention Center Authority  
**Exhibitor Order Form - Security Services**

Effective July 1, 2012

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

**PLEASE PRINT OR TYPE:** Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

EVENT OR SHOW DATE(S): \_\_\_\_\_

**EXHIBITING FIRM:** \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_\_) \_\_\_\_\_

**To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.**

**ORDERS NEED TO BE PLACED 21 DAYS IN ADVANCE OF THE SHOW/EVENT OPENING IN ORDER TO GUARANTEE YOUR REQUESTED COVERAGE. ANY ORDERS RECEIVED AFTER THE 21 DAY CUT-OFF ARE SUBJECT TO APPROVAL AND ARE NOT GUARANTEED.**

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# CONVENTIONS C.A.R.E.

Community Assistance by Responsible Events



LEAVE IT BEHIND. MAKE A DIFFERENCE.

## Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of non-profit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "Product Donation Stations" during the breakdown

of your event. The bins are marked with the "**CONVENTIONS C.A.R.E.**" logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- |                     |                       |
|---------------------|-----------------------|
| • office products   | • clothing            |
| • building products | • non-perishable food |
| • medical supplies  | • toiletries          |
| • convention bags   | • books               |
| • furniture         | • classroom materials |

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

FREEMAN



Bredie EXPOSITION SERVICES

If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: [exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com) or (617) 954-2230

**HYNES EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS**  
**VERSION 3.0**



## **RULES AND REGULATIONS – EXHIBITOR PARTICIPATION**

### **Access Control and Credentialing**

The following information applies to all exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes:

Exhibitors accessing the Hynes must be processed by the General Service Contractor (GSC) before entering the facility. All Exhibitor personnel who travel to and park at the Hynes must check-in with the GSC first. GSC personnel shall make a copy of each Exhibitor's driver's license. The copy of the license shall then be attached to Exhibitor paperwork and a Hard Card (GSC generated container for the License Copy) along with Exhibitor Credentials must be issued by the GSC to the Exhibitor. The Hard Card travels with the exhibitor/operator to the loading dock, and is required in order enter the loading dock area. The Hard Card must remain on the dash board of the Exhibitor vehicle at all times when at the loading dock.

Issued Exhibitor Credentials must be worn on the outermost garment of the Exhibitor at all times while inside the facility.

### **Affixing to the Facility Structure**

1. Rigging of cable/hanging devices or affixing and materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes is strictly prohibited.
2. Exhibits shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
3. Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
4. Walls, floors, ceilings, or other areas of the Center or its furnishings or fixtures are not to be painted or have permanent coverings applied.

### **Booth Set-Up and Dismantle**

#### **Exhibitors**

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

### **Cabling**

No cables (telephone, internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown – cable trays are not an acceptable substitute.

### **Cooking Demonstrations**

Exhibitors shall provide a Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats). Maximum travel distance shall not exceed 30 feet (9.15 meters) from the hazard to the extinguisher(s).

### **Double-Decker Booths and/or with a Roof**

All Double-Decker exhibits are subject to applicable state and city building codes and are subject to inspection by state/city officials and the MCCA. Maximum occupancy load for upper level (s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Exhibit fire sprinkler systems are required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facilities sprinkler system. A 20 lbs. BC fire extinguisher must be visible on every level of the exhibit.

Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the licensee.

### **Exclusive Services**

The Hynes is the exclusive provider of the following services: food & beverage, cleaning, public safety/security, medical, business center, coat check, electrical, telephone, internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging (some exclusions apply), the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes.

## **Exhibitor Product**

Exhibitors are prohibited from offering or selling **any product(s)** to any employee, agent, contractor or subcontractor working at the Hynes.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; or
- Sold to an established business with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting from another event related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

ALL PERSONS, VEHICLES, BAGS, CONTAINERS, ETC. ARE SUBJECT TO SEARCH.

## **Fire Safety**

This section of the Hynes Event Planning Guide's Public Safety provisions adheres to National Fire Protection Association (NFPA) rules and the City of Boston (COB) Fire Code.

## **Fire Safety Equipment**

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to fine.

## **Fire Safety Limitations**

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire-hazards and are prohibited for use in the Hynes:
  - Compressed flammable gases (exception: Butane in a one pound UL approved canister for cooking demonstration with prior approval from your Event Services Manager.)

Use of butane requires a permit from the City of Boston Fire Department.

- Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - Untreated Christmas trees, cut evergreens or similar trees
  - Fireplace logs, charcoal and similar materials
  - Untreated mulch and Spanish moss or similar vegetation
  - Untreated hay or straw
2. The following shall be protected by automatic fire extinguishing systems:
    - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
    - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
    - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10lb. ABC fire extinguisher on each level.
  3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). The Boston Fire Department prohibits the use of fabric as a ceiling display or covering.
  4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters).
  5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.
  6. Open flame devices may be permitted when they are a necessary part of the exhibit. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and/or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.
8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be started or operated with the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.
10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.
11. The General Service Contractor or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor coverings. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.
12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plan relative to the exhibit hall floor.
13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
14. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

### **Flame Retardant Treated Materials**

The following rules apply regarding flame retardant treatments:

- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and the State Fire Marshal.
- Combustible materials, •" or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame retardant, is prohibited.
- Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
- All materials must be certified by the Boston Fire Department within 6 months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Fire Department for testing.

## **Lasers**

All lasers must comply with Massachusetts Code of Regulations (CMR) – 105 CMR 121.000. Class 2 or greater lasers require written approval of the MCCA Public Safety Department. Class 3B and Class 4 must be registered with the Massachusetts Department of Public Health (DPH). Class 3B and Class 4 lasers are subject to on-site inspection and final approval by the Massachusetts DPH. Additional information is available at

[www.mass.gov/Eeohhs2/dph/regs/105cmr120\\_001.rtf](http://www.mass.gov/Eeohhs2/dph/regs/105cmr120_001.rtf).

## **Food & Beverage Samples**

The Hynes prohibits any food or alcoholic beverages from being brought into the building. The distribution of alcoholic beverages, regardless of type and/or quantity, is the sole responsibility of the MCCA's exclusive F&B provider. Food and beverage sampling in conjunction with specific food distribution exhibits may be permitted, by approval in writing, by the exclusive F&B service provider General Manager.

In order to obtain authorization to distribute food and beverage items, one of the following conditions must exist:

1. The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product and cannot participate in cash sales of said product during the show.  
--OR--
2. The party interested in distributing food and/or beverage items may pay a fee to be determined by the exclusive F&B service provider as an exclusivity waiver.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space. If this is not possible, the exclusive F&B service provider will pick up the product from the party's exhibit or meeting space and hold it in storage until after the close of the event.

Please direct any questions you may have to the exclusive F&B service provider Sales Office at (617) 954-2380.

## **Glitter, Confetti, Popcorn, and other materials**

The use of glitter, confetti, sand or simulated snow types of material, as well as popcorn, is NOT permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the Hynes for the removal of these items will be charged to the exhibiting company.

## **Gratuities Policy**

It is against the Hynes's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the Authority, or its contractors, agents, or suppliers, is strictly prohibited. Hynes personnel are required to report any violation of this section to the Public Safety department, at (617) 954-2111. In addition, violation of this policy will subject the recipient of the tip or gratuity to termination of employment and/or dismissal from the building.

## **Guardrails**

Any platform(s) exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid materials such that a sphere with a four inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

## **Stairs**

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a

handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is a part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock to the underside of the treads.

#### **Hand-Carry Policy**

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. No parking is allowed at the Boylston St. entrance and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by Hynes personnel.

Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.

#### **Hanging Devices**

Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits, on sprinkler pipes, or on ventilation equipment is strictly prohibited.

#### **Lights**

Only Underwriters Laboratories (UL) approved clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amps.

#### **Material Handling**

Exhibitors are allowed to perform their own material handling, provided they meet with all of the following criteria:

- Exhibit personnel performing the work **must** be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles **must** be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the exclusive rigging service provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

#### **Move-In Procedures**

ALL Exhibitor Move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Guide.

#### **Non-Credentialed Exhibitor Staff**

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

#### **Parking on Loading Dock Limited to 20 Minutes**

Exhibitor staff members parking on the loading dock and displaying their Hard Card in the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not display their officially issued Hard Card subject themselves to towing at the vehicle owner/operator's risk and expense.

#### **Positive Means of Identification Required**

While inside the facility Exhibitor staff must be in possession of a current and valid means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

### **Public Safety Recommendations**

The MCCA is not liable for nor does the MCCA carry any insurance on Exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

### **Smoking**

The Hynes is a non-smoking facility. Smoking is NOT allowed in the facility at any, including move-in and move-out times. Licensee is responsible for any damages caused by attendees or contractors who smoke or use tobacco products in the building.

Smoking areas are located outside the building. Anyone found removing, damaging or tampering with any smoke detectors will be immediately banned from the facility.

### **Solicitations**

No solicitations or collections in the Hynes, whether for charity or otherwise, shall be made, attempted, or

allowed, without prior written consent of the General Manager.

### **MCCA SERVICES**

The Hynes and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, public safety/security, electrical, telephone, Internet, rigging in the ballroom, the operation of ground-supported crank-up's, plumbing, the use of the house sound system and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions on appropriate order forms. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

For rates and additional information, exhibitors should contact our Exhibitor Services Center at (617) 954-2230 or visit our secure online ordering web site at [www.massconvention.com](http://www.massconvention.com).

### **ATM's**

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

### **Audio/Visual Services**

The Hynes offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V Companies must bring in a stand-alone speaker system.

### **Booth Packages**

Our services can NOT be resold or bundled as a package without prior written approval from your Event Services Manager.

### **Business Center**

The contracted in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs the Business Center will provide document

management solutions to meet your needs. The Business Center document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack and ship options, including express and ground service, fax service with delivery on incoming messages and desktop/word processing.

#### Satellite Services

Two downlink dishes are located on the roof of the Hynes. Signals may be distributed to any location in the building. Both C and Ku bands are available.

## TRANSPORTATION

#### Public Transportation

Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the Hynes. Additional information about public transportation in Boston can be found on the MBTA's website: <http://www.mbta.com>.

#### Taxi Information

There is a taxi stand located outside the Boylston Street entrance. This stand is operational 24 hours a day 7 days a week.

#### Parking Options

There are several local parking garages / lots in the vicinity of the Hynes. The facility does not have on site parking available. For additional information please see Section G of this guide.



TRADE SHOW

# DESIGN

GUIDE  
2012

# PREMIERE COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

NEW



CHR003



SFA003

MIRABEL

NEW



SFA001



CHR001

ALLEGRO

NEW



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



OTS

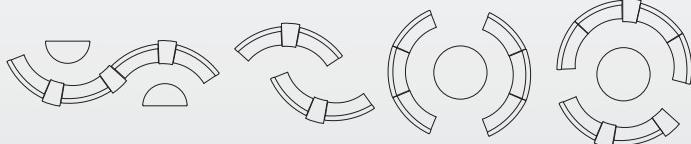


SO1



SO2

Suggested Uses of South Beach



## MARRAKESH



SON



CHN

## LISBON



CHC



LSC



SOC

## ASTRO



CHQ



SOQ

## MEMPHIS



MPS



MPC

3

## NEWPORT



SED



COD

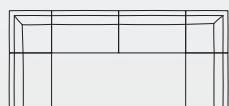
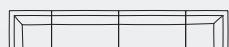


LSD



CHD

Suggested Uses of Newport



# SOFAS & SECTIONALS



SOC

SOQ

SON

SOM

MPS



SO2

SED

4

# LOVESEATS



LSD



LSM



LSC

## Sofas & Sectionals

**SFA003** Roma  
White Vinyl  
78"L 31"D 33"H

**SFA001** Mirabel  
Brown Leather  
76"L 35"D 32"H

**SFA002** Allegro  
Blue Fabric  
73)L 34.5"D 29.5"H

**SO1** South Beach Sofa  
Platinum Suede  
69"L 29"D 33"H

**SOC** Lisbon Sofa  
Black Leather  
88"L 36"D 34"H

**SOQ** Astro Sofa  
Light Beige  
83"L 36"D 29"H

**SON** Marrakesh Sofa  
Light Beige  
83"L 36"D 29"H

**SOM** Key West Sofa  
Black  
85)L 35"D 33"H

**MPS** Memphis Sofa  
(Mini Size)  
Black  
55)L 31"D 28"H

**SO2** South Beach 3 pc.  
Sectional Platinum Suede  
152)L 40"D 33"H

**SED** Newport 3 pc. Sectional  
Charcoal Leather  
113)L 34"D 33"H

## Loveseats

**LSD** Newport Loveseat  
Charcoal Leather  
54)L 34"D 33"H

**LSM** Key West Loveseat  
Black  
57)L 35"D 33"H

**LSC** Lisbon Loveseat  
Black Leather  
64)L 36"D 34"H

# CLUB CHAIRS



# OCCASIONAL CHAIRS



## Club Chairs

- CHR003** Roma  
White Vinyl  
37" L 31"D 33"H  
  
**CHR001** Mirabel  
Brown Leather  
36" L 35"D 32"H  
  
**CHR002** Allegro  
Blue Fabric  
36" L 34.5"D 29.5"H  
  
**CHD** Newport Armless Chair  
Charcoal Leather  
24" L 34"D 33"H

**COD** Newport Corner  
Charcoal Leather  
34" L 34" D 33" H

**CHC** Lisbon Chair  
Black Leather  
40" L 36" D 34" H

**MPC** Memphis Chair  
(Mini Size) Black  
27.25" L 31.75" D 27.5" H

**CHQ** Astro Chair  
Light Beige  
36" L 36" D 29" H

**CHN** Marrakesh Chair  
Light Beige  
34" L 37" D 38" H

## Occasional Chairs

**SCD** Fusion Chair  
Green, White  
19" L 21" D 32" H

**SCC** Fusion Chair  
Clear, White  
19" L 21" D 32" H

**SCE** Fusion Chair  
Red, White  
19" L 21" D 32" H

**CH001** Casper Chair  
Clear Acrylic  
21" L 21" D 36.5" H

**CCE** Ice Chair  
Transparent, Chrome  
17.25" L 20" D 32" H

**OCA** T-Vac Chair  
Translucent, Chrome  
25" L 23" D 30" H

**OCH** Madrid Chair  
Black Leather  
30" L 30" D 31" H

**BCW** Madrid Chair  
White Leather  
30" L 30" D 31" H

**OCU** Globus Chair  
White Vinyl, Chrome  
28" L 26" D 28" H

**OCB** Key West Tub Chair  
Black  
31" L 31" D 31" H

**OCL** Cappuccino Chair  
Chocolate  
29" L 29" D 34" H

Stage Chair  
24" L 26" D 36" H

**OCY** Onyx  
**OCC** Camel  
**OCZ** Beige  
**OCR** Red

# OTTOMANS



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## Ottomans

Vibe Cube Ottoman  
Waterproof  
18'L 18'D 18"H  
**VIB01** Green Vinyl  
**VIB02** Blue Vinyl  
**VIB03** Pink Vinyl  
**VIB04** Red Vinyl  
**VIB05** Yellow Vinyl  
**VIB06** Gold/Bronze Vinyl  
**VIB07** Champagne Vinyl

**PUZ2SW** Puzzle Bench  
Ottoman  
White  
48"L 24"D 18"H

**OTS** South Beach Ottoman  
Wedge, Platinum Suede  
25)L 31"D 18"H

**OTQ** Square Ottoman  
White Leather  
40)L 40"D 17"H

**OTN** Bench Ottoman  
White Leather  
24)L 60"D 17"H

**OTP** Square Ottoman  
Black Leather  
40)L 40"D 17"H

**OTM** Bench Ottoman  
Black Leather  
24)L 60"D 17"H

**OSA** Oval Ottoman  
Black Leather  
52)L 32"D 19"H

**OSB** Oval Ottoman  
White Leather  
52)L 32"D 19"H

**OTK** Half Round Ottoman  
Black Leather  
6'L 3'D 17"H

**OTL** Half Round Ottoman  
White Leather  
6'L 3'D 17"H

**CCZ** Circle Ottoman  
Black, White Leather  
6'L 6'D 17"H

**CCB** Circle Ottoman  
Black Leather  
6'L 6'D 17"H

**CCW** Circle Ottoman  
White Leather  
6'L 6'D 17"H

**OTH** Cube  
Black Leather  
17'L 17'D 18"H

**OSC** Cube  
White Leather  
17'L 17'D 18"H

## OCCASIONAL COCKTAIL TABLES



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

## OCCASIONAL END TABLES



E1E



E1D



E1K



E1F



E1C



E1W



E1Y

### Occasional Cocktail Tables

**COLI** Oliver Cocktail Table  
47"L 27"D 19"H

**C1E** Silverado Table  
36" Round 17"H

**C1D** Soho Table  
Steel Base, Chocolate Top  
38)L 38"D 18.5"H

**C1K** Inspiration Table  
42)L 28"D 18"H

**C1F** Geo Rectangle Table  
Glass, Black  
50)L 22"D 16"H

**C1C** Geo Rectangle Table  
Glass, Chrome  
50)L 22"D 16"H

**C1W** Sydney Table  
White  
48)L 26"D 18"H

**C1Y** Sydney Table  
Black  
48)L 26"D 18"H

### Occasional End Tables

**EOLI** Oliver End Table  
22" Round 22"H

**E1E** Silverado End Table  
24" Round 22"H

**E1D** Soho End Table  
Steel Base, Chocolate Top  
26)L 26"D 27"H

**E1K** Inspiration End Table  
24)L 28"D 22"H

**E1F** Geo End Table  
Glass, Black  
26)L 26"D 20"H

**E1C** Geo End Table  
Glass, Chrome  
26)L 26"D 20"H

**E1W** Sydney End Table  
White  
27)L 23"D 22"H

**E1Y** Sydney End Table  
Black  
27)L 23"D 22"H

# CONFERENCE TABLES



CG1



CE1



CF1



CF2



CE2



6'-CB2



8'-CB3



6'-CD2



8'-CD3



6'-CC6  
8'-CC7  
10'-CC8



6'-CT06GR  
8'-C508GR  
10'-CT10GR



CB1

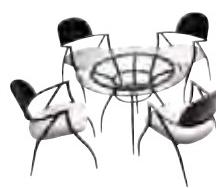


CD1



CC5

## SAMPLE CONFERENCE SETS



### Conference Tables

**OCT6W** Nova Oval Table  
6' White, Silver Powder Coated Legs  
71"L 35.5"D 29"H

**CG1** Manhattan Table  
Glass, Black  
42" Round 29"H

**CE1** Geo Table  
Square Rounded Glass, Chrome  
42"L 42"D 29"H

**CF1** Geo Table  
Square Rounded Glass, Black  
42'L 42"D 29"H

**CF2** Geo Table  
Rectangle Glass, Black  
60)L 36"D 29"H

**CE2** Geo Table  
Rectangle Glass, Chrome  
60)L 36"D 29"H

**CB2** Table  
6' Graphite Nebula  
72)L 36"D 29"H

**CB3** Table  
8' Graphite Nebula  
96)L 36"D 29"H

**CD2** Table  
6' Grey Nebula  
72)L 36"D 29"H

**CD3** Table  
8' Grey Nebula  
96)L 36"D 29"H

**CC6** Table  
6' Mahogany  
72)L 36"D 29"H

**CC7** Table  
8' Mahogany  
96)L 48"D 29"H

**CC8** Table  
10' Mahogany  
120)L 48"D 29"H

**CT06GR** Table  
6' Granite  
72)L 36"D 29"H

**C508GR** Table  
8' Granite  
96)L 44"D 29"H

**CT10GR** Table  
10' Granite  
120)L 46"D 29"H

**CB1** Table  
Graphite Nebula  
42"Round 29"

**CD1** Table  
Grey Nebula  
42" Round 29"

**CC5** Table  
Mahogany  
42" Round 29"

# CONFERENCE CHAIRS



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



CO4



XC3



XC6



CS8



CS9

# EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

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## Conference Chairs

**SC9** Panton Chair  
White  
20" L 24" D 33" H

**SC8** Flex Chair With  
Wheels  
24" L 22" D 31" H

**SC1** New York Chair  
Onyx Seat, Maple Back,  
Chrome Legs  
23" L 32" D 33" H

**SC4** Jetson Chair  
Black  
19" L 18" D 31" H

**SC6** Manhattan Chair  
Oyster  
26" L 22" D 34" H

**SC2** Brewer Chair  
Grey, Chrome  
20" L 20" D 32" H

**SC3** Brewer Chair  
Onyx, Black  
20" L 20" D 32" H

**SC5** Tilt Executive Chair  
With Arms, Onyx, Black  
26" L 25" D 34" H

**CO4** Iso Mesh Chair  
Black  
26" L 24" D 38" H

**XC3** Luxor Guest Chair  
Black Leather  
27" L 28" D 40" H

**XC6** Altura Guest Chair  
Black Crepe  
25" L 20" D 34" H

**CS8** Berlin Chair  
Black  
18" L 22" D 32" H

**CS9** Berlin Chair  
Red  
18" L 22" D 32" H

## Executive Chairs

**XC2** Luxor Executive Chair  
Mid Back, Black Leather  
27" L 28" D 41" H Adjustable

**XC5** Altura Executive Chair  
Mid Back, Black Crepe  
25" L 25" D 37" H Adjustable

**XC4** Altura Executive Chair  
High Back, Black Crepe  
25" L 25" D 43" H Adjustable

**XC1** Luxor Executive Chair  
High Back, Black Leather  
27" L 28" D 47" H Adjustable

**OTO** Perth Chair  
High Back, Black  
23" L 21" D 43" H Adjustable

# BAR TABLES



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## TABLE TOP OPTIONS



MAHOGANY



MAPLE



GREY NEBULA



GRAPHITE NEBULA

### Bar Tables

Standard Black Base  
30" Round 42"H  
**VTK** Maple Top  
**VTJ** Graphite Nebula Top  
**30MHSB** Mahogany Top  
**VTF** Metallic Silver Top  
**VTB** Brushed Red Top  
**VTC** Brushed Blue Top

Standard Black Base  
36" Round 42"H  
**VTP** Maple Top  
**VTN** Graphite Nebula Top  
**VTM** Grey Nebula Top

Tulip Chrome Base  
30" Round 42"H  
**WTK** Maple Top  
**WTJ** Graphite Nebula Top  
**30MHTB** Mahogany Top  
**WTF** Metallic Silver Top  
**WTB** Brushed Red Top  
**WTC** Brushed Blue Top

Tulip Chrome Base  
36" Round 42"H  
**WTP** Maple Top  
**WTN** Graphite Nebula Top  
**WTM** Grey Nebula Top

# CAFE TABLES



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# SAMPLE BAR TABLE SETS



## Cafe Tables

Standard Black Base  
30" Round 29"H  
**ZTK** Maple Top  
**ZTJ** Graphite Nebula Top  
**30MHSC** Mahogany Top  
**ZTF** Metallic Silver Top  
**ZTB** Brushed Red Top  
**ZTC** Brushed Blue Top

Standard Black Base  
36" Round 29'H  
**ZTP** Maple Top  
**ZTN** Graphite Nebula Top  
**ZTM** Grey Nebula Top

Tulip Chrome Base  
30" Round 29'H  
**XTK** Maple Top  
**XTJ** Graphite Nebula Top  
**30MHTC** Mahogany Top  
**XTF** Metallic Silver Top  
**XTB** Brushed Red Top  
**XTC** Brushed Blue Top

Tulip Chrome Base  
36" Round 29'H  
**XTP** Maple Top  
**XTN** Graphite Nebula Top  
**XTM** Grey Nebula Top

## Sample Bar Table Sets

**BSD** Oslo Barstool  
Blue  
17'L 20"D 30"H

**WTF** Bar Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 42"H

**BSS** Banana Barstool  
Black, Chrome  
21'L 22"D 30'H

**WTB** Bar Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 42'H

**BSL** Gin Barstool  
Maple, Chrome  
16'L 16"D 29'H

**VTK** Bar Table  
Standard Black Base  
Maple Top  
30" Round 42'H

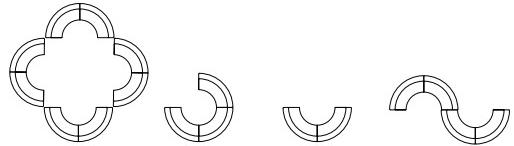
**BSN** Jetson Barstool  
Black  
18'L 19'D 29"H

**VTJ** Bar Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 42'H

# BARS



Suggested Uses of Martini Bar



# BAR STOOLS



BS1



BSD



## Bars

**BRC** Circle Martini Bar  
Comprised of three  
BR1 Martini Bars  
100" L 100"D 47"H

**BR1** Martini Bar  
50" L 50"D 47"H

## Bar Stools

**BS001** Shark Swivel  
Barstool  
White Plastic w/ Arms,  
Chrome Base  
22" L 19"D 34"-44"H

**BS002** Zoey Swivel Barstool  
White Vinyl, Chrome Base  
15" L 17"D 31"-35"H

**BS3** Ohio Barstool  
Grey, Chrome  
18" Round 31"H Adjustable

**BS1** Ohio Barstool  
Red, Chrome  
18" Round 31"H Adjustable

**BS2** Ohio Barstool  
Black, Chrome  
18" Round 31"H Adjustable

**BST** Banana Barstool  
White, Chrome  
21" L 22"D 30"H

**BSS** Banana Barstool  
Black, Chrome  
21" L 22"D 30"H

**BCE** Ice Barstool  
Transparent, Chrome  
16.75" L 16"D 37.75"H

**BSD** Oslo Barstool  
Blue  
17" L 20"D 30"H

**BSC** Oslo Barstool  
White  
17" L 20"D 30"H

**BSL** Gin Barstool  
Maple, Chrome  
16" L 16"D 29"H

**BSN** Jetson Barstool  
Black  
18" L 19"D 29"H

# TRAINING ROOM



CP5



PO3



PO1

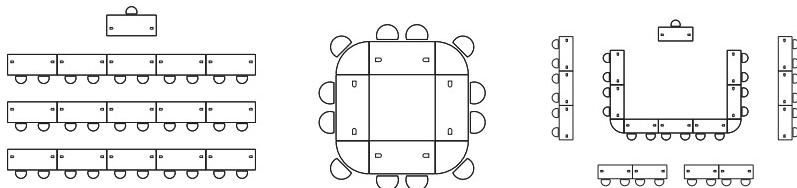


WD2



CP3, CP4

Suggested Uses of Training Table and Connecting Wedge



# UTILITY CHAIRS



SY1



DF1

## Training Room

**CP5** Computer Table  
Graphite Nebula  
36" L 30"D 42"H

**PO3** Kiosk  
Black, Maple  
24" L 21"D 42"H

**PO1** Lecturn Podium  
Cherry  
24" L 19"D 50"H

**WD2** Writing Desk  
Graphite  
48" L 24"D 30"H

**CP3** Training Table  
Wire Grommets,  
Privacy Panel, Grey  
48" L 24"D 30"H

**CP4** Connector Wedge  
Matches Training Table  
24" L 24"D 1"H

## Utility Chairs

**SY1** Altura Task Chair  
Black Crepe  
25" L 26"D 21"H

**DF1** Altura Drafting Stool  
Black Crepe  
25" L 26"D 34"H

## LAMPS



## BOOKCASES & PRODUCT DISPLAYS



PDL



ET2



ET1

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### Lamps

**LA15** Mason Floor Lamp  
Brushed Silver  
18" Round 55"H

**LA14** Mason Table Lamp  
Brushed Silver  
16" Round 26"H

**TRW** Trovato LED Floor Lamp  
White  
7'L 7'D 72"H

**TRH** Trovato Table Lamp  
White  
7'L 7'D 26"H

### Bookcases & Product Displays

Plastic Pedestal  
Black  
**PMB36** 24"L 24"D 36"H  
**PMB42** 24"L 24"D 42"H

**BC6** Bookcase  
Mahogany  
36)L 13"D 71"H

**BC7** Bookcase  
Graphite  
36)L 13"D 71"H

**PDL** Locking Door Pedestal  
Black  
24)L 24"D 42"H

**ET2** Etagere  
Black  
30)L 16"D 70"H

**ET1** Etagere  
Pewter  
30)L 16"D 70"H

# DESKS & CREDENZAS



JD6



JD7



CR6



CR7

# FILES



VF4



VF2



L26



L27

# FRIDGES



R1R



R1Q

## Desks & Credenzas

**JD6** Executive Desk  
Mahogany  
60"L 30"D 29"H

**JD7** Executive Desk  
Graphite  
60"L 30"D 29"H

**CR6** Credenza  
Mahogany  
72"L 24"D 29"H

**CR7** Credenza  
Graphite  
72"L 24"D 29"H

## Files

**VF4** Vertical File  
4 Drawer  
27)L 19"D 52"H

**VF2** Vertical File  
2 Drawer  
27)L 19"D 28"H

**L26** Lateral File  
Mahogany  
36)L 20"D 29"H

**L27** Lateral File  
Graphite  
36)L 20"D 29"H

## Fridges

**R1R** Refrigerator  
White  
14.0 cubic feet  
20)L 30"D 65"H

**R1Q** Refrigerator  
White  
4.0 cubic feet  
20)L 22"D 33"H

NEW

## FUSION

Contemporary white-framed occasional chair available with a green, clear or red seat back



## ROMA

Modern white vinyl club chair available with a coordinating sofa

## SHARK

Sleek white swivel barstool with adjustable chrome base



# MAKE YOUR SPACE UNIQUE

WITH STYLISH FURNISHINGS TO SET YOUR BOOTH APART.



ALLEGRO  
10' x 10' Booth



KEY WEST  
10' x 10' Booth

17



MEMPHIS  
10' x 10' Booth



ROMA  
10' x 10' Booth

## EXHIBITOR:

## BOOTH NUMBER(S)

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
<b>Occasional Cocktail &amp; End Table's</b>					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 212	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 212	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 197	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 281	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 226	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 180	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 186	\$ -
COLI		Cocktail Table	Oliver Cocktail Table	\$ 180	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 191	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 191	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 186	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 253	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 215	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 169	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 174	\$ -
EOLI		END TABLE	Oliver End Table	\$ 160	\$ -
<b>Café Tables</b>					
ZT K		CAFE TABLE	MAPLE, STANDARD BASE	\$ 151	\$ -
ZT P		CAFE TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 168	\$ -
ZT J		CAFE TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 151	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 168	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 168	\$ -
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 171	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 151	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 151	\$ -
30MHSC		CAFE TABLE	Mahogany with Black Base	\$ 208	\$ -
30MHTC		CAFE TABLE	Mahogany with Tulip Chrome Base	\$ 226	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 208	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 229	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 208	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 226	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 226	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 230	\$ -
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 208	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 208	\$ -
<b>Bar Table's</b>					
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 174	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 180	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 174	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 180	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 180	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 197	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 174	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 174	\$ -
30MHSB		BAR TABLE	Mahogany with Black Base	\$ 217	\$ -
30MHTB		BAR TABLE	Mahogany with Tulip Chrome Base	\$ 243	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 221	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 243	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 221	\$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 243	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 243	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 243	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 221	\$ -
WTC		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 221	\$ -
<b>Training Room</b>					
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 290	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 348	\$ -
PO 1		PODUM	LECTURN, CHERRY	\$ 221	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 242	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 110	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 255	\$ -

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CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
<b>Conference Chair's, Stacking &amp; Utility Seating</b>					
SC 9		SIDE CHAIR	PANTON, WHITE	\$ 140	\$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 116	\$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 133	\$ -
SC 4		SIDE CHAIR	JETSON, BLACK	\$ 133	\$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 162	\$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 124	\$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 124	\$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYZ BLACK	\$ 235	\$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 221	\$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 261	\$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 284	\$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 302	\$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 232	\$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 255	\$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 278	\$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 318	\$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 81	\$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 81	\$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 145	\$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 215	\$ -
<b>Desk's, Bookcase's, Credenza's &amp; File's</b>					
JD 6		EXECUTIVE DESK	MAHOGANY	\$ 406	\$ -
JD 7		EXECUTIVE DESK	GRAPHITE	\$ 388	\$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 406	\$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 383	\$ -
BC 6		BOOKCASE	MAHOGANY, 72"	\$ 248	\$ -
BC 7		BOOKCASE	GRAPHITE, 72"	\$ 243	\$ -
L2 6		LATERIAL FILE	MAHOGANY	\$ 308	\$ -
L2 7		LATERIAL FILE	GRAPHITE	\$ 297	\$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 191	\$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 140	\$ -
<b>Conference Table's</b>					
CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 302	\$ -
CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 290	\$ -
CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 208	\$ -
CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 197	\$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 214	\$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 234	\$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 394	\$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 324	\$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 394	\$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 266	\$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 301	\$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 371	\$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 591	\$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 267	\$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 267	\$ -
CT06GR		CONFERENCE TABLE	Conf Table, Granite, 6-Foot	\$ 234	\$ -
CT08GR		CONFERENCE TABLE	Conf Table, Granite, 8-Foot	\$ 284	\$ -
CT10GR		CONFERENCE TABLE	Conf Table, Granite, 10-Foot	\$ 426	\$ -
OCT6W		Conference Table	La Oval Conference Table, White w/Chrom	\$ 397	\$ -
<b>Product Display's, Lamps, &amp; Refrigerators</b>					
ET 2		ETAGERE	BLACK	\$ 249	\$ -
ET 1		ETAGERE	SILVER	\$ 249	\$ -
PMB36		Pedestals	Molded Plastic Pedestal, 24"x36"	\$ 288	\$ -
PMB42		Pedestals	Molded Plastic Pedestal, 24"x42"	\$ 340	\$ -
PD L		PEDESTAL	LOCKING, BLACK	\$ 332	\$ -
TRW		Lamp	Trovato Floor Lamp - White	\$ 108	\$ -
TRH		Lamp	Trovato Table Lamp - White	\$ 160	\$ -
LA15		Lamp	Mason Floor Lamp - Brushed Silver	\$ 160	\$ -
LA14		Lamp	Mason Table Lamp - Brushed Silver	\$ 108	\$ -
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 609	\$ -
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	\$ 203	\$ -

EXHIBITING COMPANY:		<b>PAYMENT INFORMATION</b>			DELIVERY INFORMATION		
ADDRESS:					ORDER TOTAL:	\$	- SHOW NAME:
					LATE ORDER FEE (ADD 30%):	\$	- BOOTH NUMBER (S)
PHONE: FAX:					STATE TAX: (EXCLUDING NV & CA)	\$	- VENUE:
CONTACT:		TOTAL DUE:			\$	- SHOW DATE:	
EMAIL ADDRESS:		CREDIT CARD:					
AUTHORIZED BY:		SIGNATURE: EXP:					
NAME: (PRINT)							

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
<b>Sofa's, Sectional's, Loveseat's &amp; Chair's</b>											
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 467	\$ -	OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCENT	\$ 208	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 1,019	\$ -	OC H		OCCASIONAL CHAIR	Madrid, Black	\$ 563	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 541	\$ -	BCW		OCCASIONAL CHAIR	Madrid, White	\$ 562	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 488	\$ -	OC L		OCCASIONAL CHAIR	CAPPUCINO	\$ 256	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 359	\$ -	OC U		OCCASIONAL CHAIR	GLOBUS	\$ 288	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 504	\$ -	CC E		OCCASIONAL CHAIR	ICE, TRANSPARENT, CHROME	\$ 154	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 333	\$ -	CH001		OCCASIONAL CHAIR	Casper Chair, Clear Acrylic	\$ 134	\$ -
SO N		SOFA	MARRAKESH	\$ 440	\$ -	SCC		OCCASIONAL CHAIR	Fusion - Clear/White	\$ 102	\$ -
CH N		CHAIR	MARRAKESH	\$ 312	\$ -	SCD		OCCASIONAL CHAIR	Fusion - Green/White	\$ 102	\$ -
SFA002		SOFA	Allegro Sofa, Blue Fabric	\$ 492	\$ -	SCE		OCCASIONAL CHAIR	Fusion - Red/White	\$ 102	\$ -
CHR002		CHAIR	Allegro Chair, Blue Fabric	\$ 332	\$ -	OC B		TUB CHAIR	KEY WEST, BLACK	\$ 299	\$ -
SFA003		SOFA	Roma Sofa - White Vinyl	\$ 592	\$ -	OC Y		STAGE CHAIR	ONYX	\$ 140	\$ -
CHR003		CHAIR	Roma Chair, White Vinyl	\$ 386	\$ -	OC C		STAGE CHAIR	CAMEL	\$ 140	\$ -
SFA001		SOFA	Mirabel Sofa, Brown Leather	\$ 592	\$ -	OC Z		STAGE CHAIR	BEIGE	\$ 140	\$ -
CHR001		CHAIR	Mirabel Chair, Brown Leather	\$ 386	\$ -	OC R		STAGE CHAIR	RED	\$ 140	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 412	\$ -	OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 180	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 365	\$ -	OS B		OTTOMAN	OVAL, WHITE LEATHER	\$ 223	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 1,052	\$ -	OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 248	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 470	\$ -	OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 278	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 259	\$ -	OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 290	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 323	\$ -	OS A		OTTOMAN	OVAL, BLACK LEATHER	\$ 225	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 387	\$ -	OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 249	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 275	\$ -	OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 278	\$ -
<b>Bar's &amp; Barstool's</b>											
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 164	\$ -	OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 290	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 200	\$ -	CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 452	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 186	\$ -	CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 452	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 186	\$ -	CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 452	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 178	\$ -	OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 84	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 178	\$ -	OS C		OTTOMAN	CUBE, WHITE LEATHER	\$ 84	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 141	\$ -	PUZZSW		OTTOMAN	Puzzle Bench	\$ 232	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 133	\$ -	VIB02		OTTOMAN	Vibe Cube Ottoman - Blue Vinyl	\$ 98	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 133	\$ -	VIB04		OTTOMAN	Vibe Cube Ottoman - Red Vinyl	\$ 98	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 133	\$ -	VIB03		OTTOMAN	Vibe Cube Ottoman - Pink Vinyl	\$ 98	\$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,911	\$ -	VIB05		OTTOMAN	Vibe Cube Ottoman - Yellow Vinyl	\$ 98	\$ -
BR 1		BAR, COUNTER	MARTINI BAR	\$ 1,011	\$ -	VIB07		OTTOMAN	Vibe Cube Ottoman - Champagne Vinyl	\$ 98	\$ -
BS001		BARSTOOL	Shark Swivel Barstool	\$ 232	\$ -	VIB01		OTTOMAN	Vibe Cube Ottoman - Green Vinyl	\$ 98	\$ -
BS002		BARSTOOL	Zoey Swivel Barstool	\$ 211	\$ -	VIB06		OTTOMAN	Vibe Cube Ottoman - Gold/Bronze Vinyl	\$ 98	\$ -

## LATE ORDERS:

- Orders received within 14-days prior to show opening will incur a 30% late fee.

## PAYMENT:

## CANCELLATIONS:

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

Please fax or mail both copies to:

## NEW YORK

550 Meadowlands Pkwy. #3

Secaucus, NJ 07094

PHONE: 201-392-0228 FAX: 201-392-0772

- All orders must be received with full payment no later than 14 days prior to the show.
  - Payment may be made by credit card, or check on a U.S. Bank
  - Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.
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